

Project Manager (G3) for the “Unitat de Desenvolupament de Projectes (UDP)”

Code: FU-382/2024

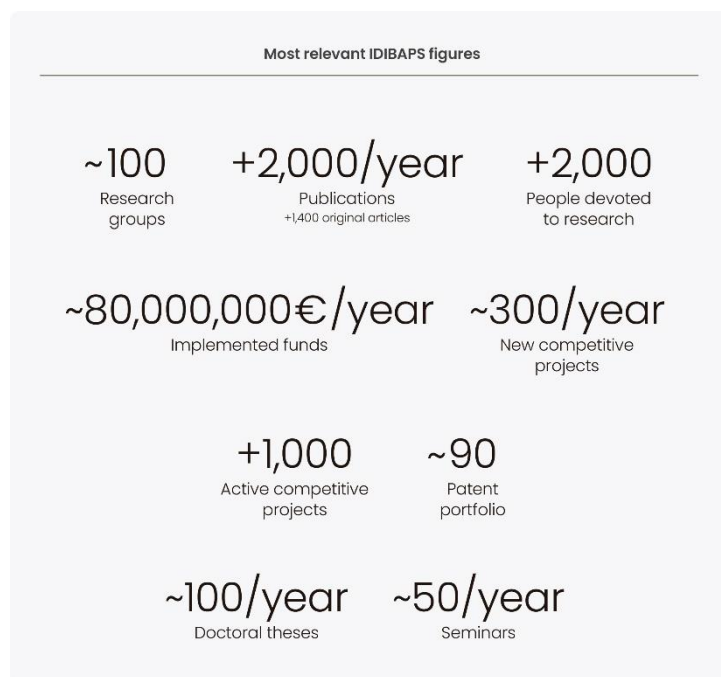
About the institution

The Barcelona Clinical Research Foundation-August Pi i Sunyer Biomedical Research Institute (IDIBAPS) is a biomedical research centre of excellence, located on the Barcelona Clinic Campus and with a clear international focus.

The IDIBAPS research community includes over 2,000 professionals and a hundred multidisciplinary groups that carry out high-impact translational research aimed at addressing biological and clinical questions relevant to human health, as evidenced by the more than 1,500 original articles published each year that make the institution one of the main biomedical research centres in Spain.

The Clínic Campus offers a high-level research and innovation environment, which includes the Hospital Clínic of Barcelona, a referral hospital committed to care, research and teaching, which covers practically all medical and surgical specialities, plus the University of Barcelona’s Faculty of Medicine and Health Sciences. The latter dates from 1843 and is today one of the most prestigious health sciences faculties in Spain and worldwide.

Since 2015, IDIBAPS has had [HR Excellence in Research](#) accreditation from the European Commission. It is a CERCA centre and is accredited as a Health Research Institute by the Carlos III Health Institute (ISCIII).



Job description

Pre-award:

- Support in the preparation and drafting of research and innovation proposals (active contribution to proposal writing, defining project objectives, coordinating with project partners, budget preparation, advice on execution, among other matters).
- Negotiation of the grant agreement and consortium agreement in coordination with the pre-award office.
- Management of financial, legal, and administrative matters.
- Identification of networks, actions, and initiatives that could represent a strategic opportunity for both the institution and the principal investigator.

Post-award:

- Monitoring the work plan, assisting in the organization of meetings, and project dissemination.
- Coordination with internal and external stakeholders throughout the project lifecycle, including project execution.
- Responsible for a portfolio of projects, mainly European ones.
- Budget planning, monitoring, and financial justification of research and innovation projects in coordination with the post-award office.
- High involvement in the preparation of the scientific and technical justifications of research and innovation projects.
- Monitoring of eligible costs, execution extensions, justification reports, and financial reports, maintaining a direct relationship with the project monitoring team.
- Communication with the principal investigator, consortium partners, and funding institutions/agencies.
- Managing relationships with auditors and overseeing the audit process.
- Acting as the permanent liaison between the institution, the funder, the research staff, coordinators, management units, etc., to address needs that arise during the project lifecycle: resource reallocation, changes in the research team, extension requests, etc.

The role requires an empathetic and proactive person, organized, persistent, responsible, and rigorous. Someone with decision-making skills and autonomy, accustomed to working in a client-oriented manner. The ideal candidate will possess strong interpersonal and conflict-resolution abilities to continuously and proactively find solutions, with a high degree of involvement with the research group and institution to achieve a successful outcome.

Required qualifications

- Bachelor's degree in business administration and management Economics, Life Sciences, and other fields are also eligible.
- Training in EU project management will be considered an asset.

Experience and knowledge

- At least 2 years of proven experience in project management within the competitive funding landscape, particularly with the European Commission.
- Extensive knowledge of European program research regulations (Horizon Europe, Horizon 2020 and others) and other relevant funding programs.
- Strong organizational and multitasking abilities with a focus on meeting deadlines.
- Demonstrated autonomy and the ability to manage multiple projects simultaneously.
- High level of spoken and written English (minimum B2 level), Spanish and Catalan.
- Proficient in computing, especially Excel.
- Specific knowledge of funding programs from other international funders is a plus.
- Knowledge of SAP-FI will be valued.

IDIBAPS offers

- **Type of contract:** Indefinite contract for scientific-technical activities.
- **Working hours:** Full time (37.5 hours / week).
- **Line of research:** Translational genomics and targeted therapies in solid tumours / Lipid trafficking and disease / Actionable policies for adopting high-quality integrated long-term care / Genetic predisposition to gastrointestinal cancer / Pathogenesis of autoimmune neuronal disorders / Microenvironment in lymphoma pathogenesis and therapy.
- **Project:** Unitat de Desenvolupament de Projectes.
- **Incorporation into IDIBAPS:** A research centre of excellence in the city of Barcelona. Excellent research results and competitive project grant awards, both national and international.
- Long-life training offered by the institute.
- **Working mode:** Hybrid. Teleworking 2/3 days a week (allowed after a period of onsite training).
- **Working conditions:** Holiday entitlement of 22 days + 6 days for personal affairs, flexible working hours and flexible remuneration (health insurance, transport, meal vouchers, training).
- **The chance to form part of a dynamic work environment:** We are a team with a wealth of experience that jointly evaluates ideas and strategies and promotes a healthy work-life balance.

Applications

- **Presentation letter:** explicitly mentioning the call reference and explaining the candidate's personal reasons for applying.
- **Curriculum Vitae:** including a list of publications, where applicable.
- **Documentation accrediting** the credentials set out and the required qualifications.
- **Obligatory:** the duly signed Authorisation relating to EU Regulation 2016/679 on the protection of personal data (*attached document, page 5*) must be attached to the application.

Submission and deadline

- Candidates shall submit their applications, indicating the call reference for the position for which they are applying, by email to the address: FCRBRRHH@recerca.clinic.cat
- Deadline: From the publication of this call until 10/31/2024

The employment contract will be in accordance with the provisions of Legislative Decree 1/1995, of 24 March, approving the text of the Workers' Statute Law, of Law 14/2011, of 1 June, on science, technology and innovation in accordance with the provisions of Art. 2 of Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), Law 12/2001, of 9 July (BOE of 10 July) and concordant provisions.

The principle of equal treatment between men and women fundamental, in accordance with Article 14 of the Spanish Constitution, the European Community Directive of 9 February 1976, and the provisions of the Agreement of the Council of Ministers of 4 March 2005, approving the Plan for Gender Equality in the General State Administration.

The universal accessibility of people with disabilities is fundamental according to section 2 of Article 1 of Law 51/2003, of 2 December, on equal opportunities, and 5% of vacancies are reserved as long as candidates pass the selection processes and accredit their disability and compatibility with the tasks to be carried out, so that we progressively reach 2% of the total workforce.

The gross annual remuneration relating to the position that is the subject of this call will be established based on each candidate's experience and aptitudes.

[Link to Regulation \(EU\) 2016/679 of 27 April on the protection of natural persons with regard to the processing of personal data](#)

Barcelona, on October 17, 2024

Authorisation request

I hereby authorise:

The **FUNDACIÓ DE RECERCA CLÍNIC BARCELONA – INSTITUT D'INVESTIGACIONS BIOMÈDIQUES AUGUST PI I SUNYER (IDIBAPS)**, to process my data for personnel recruitment purposes, transferring them only in cases where legally required, in line with the provisions of Regulation (EU) 2016/679, and the corresponding regulations that develop it.

Name and Surname:

DNI/NIE/ID:

Signed:

Barcelona,