

**Job Vacancy** : **Post-Award**

**Organisation** : **Barcelona Institute for Global Health**

**Duration** : **One year (renewable)**

**Starting date** : **May 2017**

**Salary** : **Depending on candidate's CV and experience**

The Barcelona Institute for Global Health, ISGlobal, is the fruit of an innovative alliance between academic, government, and philanthropic institutions to contribute to the efforts undertaken by the international community to address the challenges in global health.

ISGlobal is looking for a person to join the postaward team within the projects office. The purpose to this position is reinforcing the reporting to the funders and the accomplishment of the projects requirements on the financial and administrative area.

**Job duties and tasks:**

- Maintain communication with the projects' team at ISGLOBAL and partners.
- Maintain communication with the donors.
- Be abreast with financial regulations and legislations.
- Draft, create and adapt independently templates and forms for reporting,
- Coordinate consortium reports with the supervision of the Project Manager Consolidate financial reports from partners if applicable
- Prepare budget for new proposals.
- Prepare summary of expenses from SAP for revision by Project team.
- Prepare accurate financial reports with supervision of project team in a timely manner..
- Coordinate with the other departments of the institution for issues related to the set-up and signature of contracts and subawards
- Payment transfers to partners upon validation by project team and finally by the budget holder.
- Prepare/finalize financial report.
- Prepare, proof read and format legal documents, such as memoranda, e-mails, contracts, and letters.
- Take part to the elaboration of the annual budget providing information related to the project
- Follow-up of the expenses and budget monitoring
- Management of amendments and risks to the project

Una iniciativa de:



- Responsible to meet requirements of the donors
- Preparation and coordination of audits

Skills and experience:

- Contract drafting and negotiation skills.
- Understanding of contract and legal terminology and concepts.
- Ability to communicate effectively, both orally and in writing.

#### **How to apply:**

Applicants must send a CV and a cover letter and passport copy by email to [job@isglobal.org](mailto:job@isglobal.org), with the subject heading **POST-AWARD**. The closing date for the receipt of applications is **May 14<sup>th</sup> 2017**.

**Applications will be accepted until 17.00 CET of the closing date.**

#### **Only shortlisted candidates will be contacted**

*In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, sex, marital status, race, ethnicity, disabilities, political leanings, religion or sexual orientation.*

*"In accordance with articles 5 and 6 of Law 15/1999 on personal data protection, we inform you that your personal data will be incorporated into a Human Resources file, for which the Private Foundation Barcelona Institute for Global Health (ISGlobal) is responsible. If you do not inform us otherwise, ISGlobal will understand that you have consented to the processing of your data. Your information will not be disclosed to individuals or legal public or private entities without your consent unless authorized by law. You can exercise your rights to access, rectify, cancel and oppose the use of your personal information by contacting ISGlobal by post at C/Rosselló, 132, 5è 2a and 7è, 08036 - Barcelona or by email at [info@isglobal.org](mailto:info@isglobal.org).*