



“Academic and Training Officer – Covering maternity leave” *Centre for Genomic Regulation (CRG)*

The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG shares principles of an interdisciplinary, motivated and creative scientific team that is supported by high-end and innovative technologies and a flexible and efficient administration.

CRG has been conferred with a badge of ‘HR Excellence in Research’ by the European Commission, in recognition to its progress in implementing the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers, that among others consists of transparent, merit-based recruitment procedures and attractive work-life balance working conditions.

For further information: www.crg.eu

The role

We are recruiting an enthusiastic and highly motivated Academic and Training Officer to support the Training and Academic Programmes at the CRG. The successful candidate will be responsible for implementing several activities and actions, ensuring high quality, efficient processes and timely delivery

The Academic and Training Officer will join in the International and Scientific Affairs department and, in close collaboration with the Training and Academic coordinators, will:

- Plan and implement the activities related to the CRG International Undergraduate, PhD and postdoctoral programmes (e.g. organizing meetings, symposia, retreats, drafting minutes, gathering data and reports, updating webpages, etc.);
- Contribute to the organization of CRG strategic collaborative academic and mobility programmes with other international research centres;
- Organize the international and internal training courses (e.g. oversee logistics, purchase requests, registrations, communication, reporting, moodle platform, etc.);
- Oversee dedicated budgets and expenses.

About the team/ lab/ department

ISA is an international team of highly qualified and enthusiastic professionals with interdisciplinary backgrounds ranging from life sciences to documentation and languages. The ISA team is committed to fostering excellence at the CRG and supporting the CRG director through diverse institutional and strategic initiatives, scientific project management as well as coordinating academic and training activities.

Whom would we like to hire?

Studies and work experience:

- You hold a Bachelor's degree in a field appropriate to the area of assignment.
- You have any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- You have experience in event organization and/or project management in an international research environment.





Technical skills required:

- You have IT skills (Excel, Power Point, content management systems, etc.).
- You have experience with Data management.

Languages:

- You have an advanced level of written and spoken English.
- Knowledge of Spanish and Catalan can be an advantage.

Soft skills:

- You have excellent communication and interpersonal skills.
- You are a good team player with the ability to work independently.
- You are precise, with attention to details, and well organized.
- You are proactive, flexible, and problem-solving attitude.
- You are driven by results and execution focused.
- You have the Ability to work with tight deadlines.

The Offer

- **Contract duration:** Covering of a maternity leave (approximately from January until September 2019).
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** as soon as possible, ideally in January 2019

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

Application Procedure

All applications must include:

1. A presentation letter addressed to Dr. Michela Bertero.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Dr. Michela Bertero and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

Deadline: Please submit your application by 14th of December, 2018

