

## JOB OPENING AT IRB BARCELONA

### ‘SECTION HEAD OF FINANCIAL PROJECTS’ (ref. AD /17/06)

IRB Barcelona is a world-class research centre devoted to understanding fundamental questions about human health and disease. It was founded in October 2005 by the Government of Catalonia (Generalitat de Catalunya) and the University of Barcelona (UB), and is located at the Barcelona Science Park (Parc Científic de Barcelona).

The Institute’s missions include conducting multidisciplinary research of excellence at the unique interface between biology, chemistry and medicine, providing high-level training in the biomedical sciences to staff, students and visitors, driving innovation through active technology transfer to the benefit of society, and actively participating in an open dialogue with the public through a series of engagement and education activities.

**IRB Barcelona seeks** an experienced **Section Head of Financial Projects** to report to the Head of Finance. The successful candidate will be in charge of providing an appropriate global vision of the laboratories, being support in their daily work as a key point of contact. Additionally, he/she will manage a team within the Projects Area, which is included in the Finance Department after of a strategic restructuring.

#### DUTIES

- To link financial and projects sections within Finance department
- Partnering, working close and reporting to the Head of Finance
- To ensure that procedures and processes are reviewed and implemented in order to improve the workflow of the Project area.
- To ensure the execution of economic reports and justifications. Measuring, reporting, and analyzing related metrics.
- To supervise and verify the consistency of research projects performed by the different programmes and laboratories.
- To monitor and advise scientists with research projects.
- To assist with management tasks of competitive funds for research (technical support).
- To assist with other tasks related to project management.

#### EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

##### Must Have - Required

- Experience: Degree, preferably in Business and Administration. Minimum of 5 years’ experience as a Project Officer (national and European projects) and managing teams.



IRB BARCELONA endorses the Requirements and Principles of the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers* and Open, Transparent, Merit-based recruitment promoted by the European Commission and follows Equal Opportunities policies.

On 9th December, 2014, IRB Barcelona was awarded the "HR Excellence in Research" logo. This recognition reflects the commitment of the Institute to continuously improving its human resources policies in line with the *Charter & Code*. The Institute works to ensure fair and transparent recruitment and appraisal procedures.

- Knowledge: High level of English, Spanish and Catalan (written & spoken). Advanced user of Microsoft Office package (especially Excel). ERPs (SAP - BO) exposure.
- Skills: Highly organized and reliable person who pays attention to details and team player with outstanding leadership capabilities. Capacity to juggle several projects under tight deadlines. High initiative and autonomy and a collaborative working style. Must be able to compete priorities. Must have the ability to manage multiple tasks/projects simultaneously. Ability to influence and negotiate.

#### Desirable

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- Experience: Minimum of 7 years' experience as a Project Coordinator or Officer (nationals and European projects). Experience handling the 'H2020' will be appreciated. Experience managing national projects and coordinating teams will be valuable.
- Knowledge: *"Plan Estatal de Investigación Científica y Técnica y de Innovación 2013-2016"* knowledge regarding this filed will be positive valued.
- Skills: Proactivity and versatility will be a plus.

#### WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Employed in compliance with Spanish legislation and regulations under a full-time contract. Employees receive the benefits of the Spanish Social Security system covering sickness, maternity/paternity leaves and injuries at work. Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution and become a member of a young and growing research group.
- **Continuous training** in a high-quality environment.

#### HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include a **letter describing your interest in the position and a complete CV (both in English)**, and should be sent by e-mail to: [irbjobs@irbbarcelona.org](mailto:irbjobs@irbbarcelona.org) Reference: AD/17/06.

- **Deadline for applications:** 15/10/2017  
When the applicants do not fit the requirements, the deadline will be able to be extended.
- **Number of positions available:** 1
- **Selection process**
  - **Pre-selection:** Will be based on **CV, motivation letter and experience.**
  - **Interviews:** Short-listed candidates will be interviewed.
  - **Offered Position:** Job Offer will be sent to the successful candidate after the interview.

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For more information please visit our website at: [www.irbbarcelona.org](http://www.irbbarcelona.org)



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*Note: The strengths and weaknesses of the applications will be provided upon request.*

*If you, as an applicant, have any suggestion or wish to make a complaint regarding the selection process, please contact us at the following email address: [irbrecruitment.suggestions@irbbarcelona.org](mailto:irbrecruitment.suggestions@irbbarcelona.org) You will receive a response within a month.*



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