

## JOB OPENING AT IRB BARCELONA

### ACADEMIC RESEARCH PROGRAMMES OFFICER (ref. AD/17/11)

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 is a member of the BIST (Barcelona Institute of Science and Technology).

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's Academic & International Scientific Affairs Office (AISA), part of the Research & Academic Administration Department, is seeking an Academic Research Programmes Officer

#### DUTIES

- Coordinate the international and national undergraduate, predoctoral and postdoctoral fellowship programmes: manage the calendar of calls, website content, dissemination, call documents and candidate applications and maintain the helpdesk
- Manage the young researchers section of the webpage
- Manage the AISA intranet section
- Maintain and feed the AISA databases
- Provide support for the preparation of international visits
- Perform other AISA office/management duties
- Maintain close collaboration with other departments, mainly Human Resources, Communications, and Finances.

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

##### Must Have - Required

- Experience: University degree. At least 2 years in a similar position.
- Knowledge: Command (spoken and written) of English, Spanish and Catalan. Strong IT knowledge (user level).
- Skills: strong organisational, planning and multi-tasking capacities, teamwork, excellent in communication and writing, ability to work to strict deadlines with minimum supervision, ability to identify and resolve problems.



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.

## Desirable

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- Knowledge: Research and/or academic environments

## 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 our established administration team.
- **Continuous training** in a high-quality environment.

## HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include a **motivation letter** and a **complete CV (both in English)** and should be sent by e-mail to: [irbjobs@irbbarcelona.org](mailto:irbjobs@irbbarcelona.org) Reference: AD/17/11

- **Deadline for applications:** 12/01/2018  
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 previous 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)

*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: [irbreruitment.suggestions@irbbarcelona.org](mailto:irbreruitment.suggestions@irbbarcelona.org) You will receive a response within a month.*