

JOB OPENING AT IRB BARCELONA

PROJECT MANAGER FOR H2020 PROJECTS (ref. AD/17/13)

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.

The **Molecular Modelling and Bioinformatics Research Group** (led by Prof. M. Orozco) seeks a **Project Manager** for the H2020 collaborative projects granted to the group (1 of them as coordinator). The successful candidate will be employed under a fixed - term contract to cover a maternity leave (approximately 6 months).

DUTIES

- Managing the day-to-day operational aspects of H2020 projects
- Keeping track of the project's budget / expenditure
- Ensuring communication between the partners of the project to guarantee achievement of project objectives
- Organization of project meetings, training activities or scientific conferences
- Coordination of project dissemination and communication activities and user engagement
- Liaising with partner institutions, other EU initiatives and third party consultants to manage project IP and assess project exploitation potential
- Assist in preparation of H2020 proposals

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- Experience:
 - Experience in management of European projects position
 - Know-how in project management
- Knowledge:
 - Bachelor's Degree in Engineering/Science.
 - Command (spoken and written) of English, Spanish and Catalan
 - Advanced user of the Microsoft Office package (especially Excel)
- Skills: Communication, organization and teamwork skills



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

- Experience: ERP (SAP - BO) experience
- Knowledge: PhD degree would 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 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 Reference: AD/17/13

- **Deadline for applications:** 06/04/2018
When the applicants do not meet the requirements, the deadline will 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

For more information please visit our website at: 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 You will receive a response within a month.



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