

JOB OPENING AT IRB BARCELONA

International Project Manager (ref. AD/20/07)

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona is a Severo Ochoa Centre of Excellence—a seal that was awarded in 2011.

The institute is devoted to conducting research of excellence in biomedicine and to transferring results to clinical practice, thus improving people's quality of life, while simultaneously promoting the training of outstanding researchers, technology transfer, and public communication of science. Its 28 laboratories and seven core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 400 members and 30 nationalities. It is located in the Barcelona Science Park. IRB Barcelona forms part of the Barcelona Institute of Science and Technology (BIST) and the "Xarxa de Centres de Recerca de Catalunya" (CERCA).

IRB Barcelona is seeking an **International Project Manager**. The successful candidate will join a dynamic team of project managers working in the International Strategic Support Office (ISS), which is one of the sections of the Competitive Funding and International Promotion Department.

ISS's main mission is to increase funding from international coordinated and collaborative projects (mainly from EU funding schemes, H2020 and Horizon Europe). To this end, ISS personnel help the research faculty at IRB Barcelona to identify funding opportunities, prepare the most suitable consortia, and write the proposals for funding. When a project is funded, the ISS personnel are in charge of the management of the same.

DUTIES

Working closely with the Head of ISS, the International Project Manager will:

- Give support in the implementation of the Evomet project (a Marie Skłodowska-Curie Innovative Training Networks scheduled to start in March 2021, www.evomet-itn-eu). In particular, she/he will participate in the organisation of the recruitment of fellows, follow up their incorporation and career development plans, organise annual training events and other network-wide activities, and follow up the appropriate delivery of the dissemination and communication activities, with special attention to feeding and maintaining the project's social media channels. Other project management duties are also considered.
- Become familiar with the European Funding schemes, in particular Horizon Europe. She/he will attend Info days, partnering and matchmaking events, information sessions, etc.
- Identify and promote the most appropriate calls for funding on the basis of the expertise of IRB Barcelona research groups. To this end, she/he will be expected to become familiar with the research lines developed at IRB Barcelona, by attending seminars, following published articles, etc.
- Provide IRB Barcelona researchers help with the preparation and writing of proposals (definition of project goals, coordination with project partners, preparation of budget, advising and writing specific sections of the proposal).



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

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:**
 - PhD in a life science-related field
 - Experience in the fields of research pursued by IRB Barcelona
- **Knowledge:**
 - Excellent command of written and spoken English
 - Advanced user of the Microsoft Office package (especially Word and Excel)
- **Skills:**
 - Outstanding writing skills
 - High initiative and capacity to work independently. strong organisational, planning and multi-tasking capacities, teamwork, ability to work to strict deadlines with minimum supervision, ability to identify and resolve problems, ability to liaise with other departments

Desirable

- **Experience:**
 - Knowledge of EU funding sources
 - Experience in the management of collaborative European projects
- **Knowledge:**
 - Good command of Spanish and Catalan
- **Skills:**
 - Use of collaborative project management software
 - Use of web management content software
 - Management of social media

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **CV & Motivation Letter** and should apply on <https://recruitment.irbbarcelona.org/>

- **Deadline for applications:** 20/01/2021
If no suitable candidate is found, the deadline will be extended.
- **Number of positions available:** 1
- **Selection process:**
 - **Pre-selection:** Will be based on CV, motivation letter, experience, management of research and innovation.
 - **Interviews:** Short-listed candidates will be interviewed.
 - **Job Offer:** Will be sent to the successful candidate after the interview.