

JOB OPENING AT IRB BARCELONA

International Project Manager for the Evomet Project (ref. AD/21/08)

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 to implement the Evomet project** (a Marie Skłodowska-Curie Innovative Training Network coordinated by IRB Barcelona that started in March 2021, www.evomet-itn.eu).

The successful candidate will join a dynamic team of project managers working in the International Strategic Support Office (ISS), which forms part of the Competitive Funding and International Promotion Department. The ISS is responsible for increasing funding from international coordinated and collaborative projects (mainly from EU funding schemes). 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, ISS personnel are in charge of its management.

DUTIES

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

- Manage the implementation of the Evomet project. In particular, she/he will follow up the incorporation, training and career development plans of fellows, organise annual training events and other network-wide activities, manage and follow up the preparation of all project deliverables and reports, ensure appropriate delivery of the dissemination and communication activities, and liaise with the EU project officer.
- Participate, under the guidance of the Head of ISS, in the preparation of other EU proposals, such as those belonging to the Marie Skłodowska-Curie Actions (MSCA) within the Horizon Europe programme, among others. In this regard, she/he will provide IRB Barcelona researchers help with defining project goals, coordinating with project partners, and writing 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:**
 - Bachelor and Master's degree in a life science-related field
 - Project management experience in ITN Marie Skłodowska-Curie Actions (MSCA)

- **Knowledge:**
 - Excellent command of written and spoken English
 - Advanced user of the Microsoft Office package (especially Word and Excel)

- **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
 - Outstanding writing and presentation skills

Desirable

- **Experience:**
 - PhD in a life science-related field
 - Experience in managing and/or preparing proposals within other Marie Skłodowska-Curie Actions (MSCA), such as COFUND or RISE scheme.

- **Knowledge:**
 - Good command of Spanish and Catalan

- **Skills:**
 - Use of collaborative project management software
 - Use of web management content software
 - Management of social media

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 leave 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 administration team.

- **Continuous training** in a high-quality environment.



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HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **full CV and Motivation Letter** and should apply on: <https://recruitment.irbbarcelona.org/>, Reference: **AD/21/08**

- **Deadline for applications:** 30/06/2021
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.

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: irbrecruitment.suggestions@irbbarcelona.org. You will receive a response within a month.