

CONV. ID-57/2018 IDIBAPS

## 1. POSITION OFFERED

1.1. A job is being opened to cover the position of **One Data/Project Manager for the European and International Projects** to support the research project "RED TRANSFONTERIZA DE IMMUNOTERAPIAS PERSONALIZADAS PARA LINFOMAS NO HODGKIN" Grant Agreement Number: EFA281/16/IMLINFO, funded by EUROPEAN COMMISSION, with temporary contract in the following professional category:

### Required qualifications and skills:

- Bachelor's Degree.
- Training courses in European Projects.
- Specific knowledge on INTERREG will be an added value.
- Scientific communication training.
- Computing: Office Package (Excel, Access, Outlook) web pages creation and maintenance.
- Experience:
  - Minimum experience of three years in administrative and management work.
  - Experience in similar position (having worked in an Office of Research Management).
  - Experience working with SAP.
  - Ability to work as a team.
  - Proactive attitude.
- Languages:
  - English Language Proficiency.
  - French language Basic.

### Job description / Tasks to be developed:

- Management of European and International Projects:
  - Coordination with the research staff and consortium in the execution of the project, as it is a coordinated project by IDIBAPS.
  - Communication with the coordinator, members of the consortium and financial institutions (European Commission, Secretaria Conjunta, etc).
  - Generation of economic reports and supervision of scientific reports.
- Management of communication activities of European and International Projects:
  - Meeting calendar of the consortium and meeting reports.
  - Scientific diffusion of the project: generation (with external help) and maintenance of a web page, facebook and twitter accounts.
  - Diffusion of the project to the society: communication with media, open doors day and project flyers.

This position requires an organized person, persevering, methodical, with concerns, willingness to learn and with ease to work autonomously and / or as a team, as the situation requires.  
Economic conditions according to profile and knowledge provided.

### Presentation of applications:

**All documents must include the reference code of the job offer (see upper left corner of the call)**

Candidates must enclose a motivation letter and their Curriculum Vitae (including list of publications).

Proof of the merits exposed and the degree obtained must also be included in the application.

**Place of submission:** (clearly indicating the reference code of the job offer)

1. Delivering it personally to the Dept. of human resources, located on the Esther Koplowitz Centre, C/Rosselló 149, from 10 am to 1 pm from Monday to Friday,
2. through regular mail, to the address referenced in the previous point
3. By e-mail to the e-mail address [Rrhh.fundacio@clinic.ub.es](mailto:Rrhh.fundacio@clinic.ub.es)

**Application Deadline:** 04/04/2018

1.2. The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance



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with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2 51/2003 of equality of opportunities; 5% of the vacancies are preserved when candidates' pass the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces. "

1.3. Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

Barcelona a 21/03/2018  
Marta Fernandez Cufi  
Human Resources Manager

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