

IC28_20 PROJECT TECHNICIAN for the INTERNATIONAL PROJECTS UNIT

The Institute of Health Research Pere Virgili (IISPV, in Catalan) has a position for Project Technician to join the International Projects Unit team. Under the project "**GO_HERO (Health European Research Offices): A collaborative unit to promote internationalisation in the biomedical field**" (funded by the PERIS program).

The IISPV coordinates all the health and biomedical research activity taking place in the regions of Tarragona and Terres de l'Ebre (Southern Catalonia). The IISPV was founded in 2005 under the collaborative agreement by the Catalan Institute of Health from Camp de Tarragona and Terres de l'Ebre, the SAGESSA Health Group, the Pere Mata Mental Health Institute and the University Rovira i Virgili (URV). The interdisciplinary and collaborative nature of IISPV's foundation, has remained our trademark among our scientific community to tackle the bottlenecks in health research in order to improve the quality of life of our community.

Job Description:

- Post-award management of IISPV's grant portfolio, including external audits.
- Point of contact for our research community, collaborators and funding organisations for queries regarding grants administration.
- Population and maintenance of IISPV's grant portfolio and research activities databases.
- Regular searches and analysis of key stakeholders activity to identify priorities aligned to IISPV's strategic lines.
- Support the coordination of activities for the new website and creation of the content in English.

Person Specification:

KNOWLEDGE:

- Candidate must hold a Bachelors Degree.
- We will value training in management of European projects.
- Training in communication or marketing will be valued

EXPERIENCE:

- Minimum 1 year of experience in grant management of European projects.
- Experience in using computer tools for web content management and social networks.
- Experience in working in a higher education and/or research environment, particularly in a health research centre, will be highly valuable.

SKILLS AND ABILITIES:

- Pro-active attitude, strong organisation, multi-tasking and prioritation skills.
- Excellent interpersonal skills with a strong customer focus.
- Ability to work in teams or independently, as required.

LANGUAGES:

- Catalan and/or Spanish: Proficiency level.
- English: B2 level or higher, spoken and written.

Presentació de sol·licituds:

Interested candidates should send the following information at upi@iispv.cat, including the reference "CONVOCATORIA UPI_10/2020" in the subject line:

- Up to date Curriculum Vitae.
- Cover letter.

Condicions contracte:

- Salary depending on the candidate's experience and his/her qualifications.
- Contract conditions: 37,5 h/week with the possibility of working flexible hours.
- Candidate to start asap.

Deadline: 25 October 2020