



CarrerasLeaders MSCA-COFUND PROJECT MANAGER (REF.: PM_AG_79)

The **Josep Carreras Leukaemia Research Institute** (IJC) is a non-profit research institute based in Barcelona dedicated to advancing the understanding of leukemia and related disorders, in collaboration with the University of Barcelona and the Autonomous University of Barcelona. The IJC has laboratories in 4 clinical campuses: i) Hospital Clínic, ii) Hospital de Sant Pau and iii) Hospital Germans Trias and iv) Pujol and Hospital del Mar. IJC serves as a collaborative center for basic researchers and physicians to work together on fundamental clinical and biological aspects of leukemia. IJC offers an excellent work environment based on a multidisciplinary fusion of state-of-the-art ideas and facilities.

Job Description

The Research Grants Office is looking for a dynamic, self-motivated and organized person to manage all operational aspects of the CarrerasLeaders postdoctoral programme (Marie Curie Skodowska COFUND Program – Horizon Europe).

This is an innovative research and training initiative designed to conduct multidisciplinary and intersectoral research projects at IJC in conjunction with associated partner organizations (private companies, research centers and academic institutions), both national and international.

Carrerasleaders is a world-wide unique postdoctoral program that covers the entire spectrum of research and innovation in blood cancers and goes from understanding disease biology to the implementation of products and processes in the market and into the clinical practice through the development of a global translational approach.

The project has a duration of 5 years, starting in 2023, and the programme offers 16 three-year postdoctoral fellowships.

The successful candidate will be working close to the Carrerasleaders Scientific Coordinator, Dr. Marcus Buschbeck, while joining the Research Grants Office and devoting an agreed portion of her or his time to other pre and post-award tasks of the Office.

What we need

- Accredited work experience in European project management (H2020 in general and MSCA actions in particular, COFUND programme an asset).
- Community management experience will be valued.
- Experienced in the organisation of scientific events and/or training will be valued.
- Proficiency level in English; good level of Catalan and/or Spanish; fluency in other languages will be a plus.
- Bachelor's Degree, a doctoral degree or research experience will be considered.
- Desirable competences: excellent interpersonal skills, good communication and listening skills, team player, problem-solver and customer-oriented, high-performance capacity and high level of interest, ability to work under deadlines and handle varying workloads with high responsibility and independency, positive attitude and able to work with different internal and external collaborators with different professional profiles.



Responsibilities include:

- Management of the call for recruiting postdoctoral fellows in the CarrerasLeaders project including elaboration of documents (e.g. guides for applicants, templates, guides for evaluators), support to applicants and management of the external evaluation process.
- Support to fellows in the implementation of their projects from the management point of view
- Coordination of the training programme development jointly with the Human Resources Unit (HHRR).
- Coordination with national and international Associated partners and other collaborators.
- Internal communication with IJC's Group Leaders and research support administration units.
- Organization of events and representation of the IJC to external stakeholders to publicize the project and its activities.
- Content creation and update of the project website and dynamization of the project's accounts in social networks.
- Monitoring, evaluation and preparing periodic and final reports.
- Preparation and submission of project deliverables and reports to the European Commission
- Budget management.
- Dissemination of project results.
- Support to the management structure (management board, steering committee, advisory board).
- Liaison with the Project Officer of the European Commission.
- Availability to travel when required.
- Participation in other tasks of the Grants Office: development of competitive projects proposals (pre-award) and post-award management of international ongoing research projects of the Institute.

What we offer

- To work in a growing research center which is enlarging its Grants Office
- To work in an excellent scientific environment in Barcelona.
- We offer an initial contract for one year extendable to the total duration of the CarrerasLeaders project (5years) with possibility to be permanent.
- Salary based on experience and qualifications.
- Starting date: Autumn 2022.
- Measures to balance work and family life (flexible work schedule, teleworking, 23 working days of paid holidays, 10 leave days for personal matters, among others).
- Flexible remuneration program (kindergarten).
- Training opportunities, if required.



Instituto de Investigación
CONTRA LA LEUCEMIA
Josep Carreras



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How to apply

To apply for this opportunity, please send your resume and a cover letter (incl. the contact details of two referees) to jobs@carrerasresearch.org, including the reference **REF.: PM_AG_79** in the email subject.

Deadline for Applications

Please submit your application by **30th August 2022**.

Who we are?

Our mission is to carry out research into the basic, epidemiological, preventive, clinical and translational aspects of leukaemia and other hematologic malignancies.

The vision of the Josep Carreras Leukaemia Research Institute is that research will identify new therapeutic targets and enable us to develop more precise and less aggressive treatments. We aspire to understand the origin and development of leukaemia and other malignant haematological pathologies in order to be able to prevent them. We will work for a future in which all leukaemias will be curable.

For further information, please, visit our webpage: <http://www.carrerasresearch.org/en> and the Josep Carreras non-profit organization: <https://www.fcarreras.org/en>



HR EXCELLENCE IN RESEARCH

The European Commission awarded the IJC the HR Excellence seal in July 2019. The IJC continues to work to maintain its policies in line with the Charter and Code principles.

The HRS4R has the main objective of ensuring that research centers of excellence implement and respect the requirements of the European Charter for Researchers and the Code of Conduct for hiring researchers (from here on referred to as the Charter and Code) within their human resources policies. This EC initiative aims to promote training, professional development, and mobility for all European scientists. The IJC supports these values and principles, which will not only serve to strengthen its internal policies but will actively stimulate excellent research and firmly situate the organization as an institution with a stimulating working environment that favors the development of its scientists.

IJC is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, and other legally protected characteristics.