

**CONV. ID-52/2018 IDIBAPS**

**1. POSITION OFFERED**

1.1. A job is being opened to cover the position of **one Data/Project Manager** to support the research project "Functional and Clinical Impact of Genomic Analysis in CLL" Grant Agreement Number: PMP15/00007, funded by INSTITUTO DE SALUD CARLOS III, with temporary contract in the following professional category:

**Required qualifications and skills:**

- University Degree.
- Minimum 5 years of experience in project management.
- Knowledge and/or experience on health sector.
- Experience with Local, National, International, European and private foundation calls.
- Experience in project implementation and financial justification.
- Experience in preparation and presentation of proposals.
- Expertise will be valued in search of sources of funding.
- Experience in managing projects for a large group.
- Personal Skills:
  - Have ability to work in a team.
  - Have organizational, planning and analytical skills.
  - Have an eye for detail, responsibility, and an eager-to-learn attitude.
  - Have excellent written and oral communication skills.
  - Be willing to adapt to a flexible work schedule when needed.
  - Be willing to meet deadlines and follow up on assignments.
- Languages: Catalan, Spanish and English (spoken and written) are essential.
- High proficiency in MS Office tools, especially Excel.
- SAP domain.
- The person who joins must have experience in project management, financial reporting and administrative management of competitive public-funded projects. Capacity to work independently or as a team, flexible, innovative, with initiative and problem solving skills would be valuable. She/He will work with the Group leader, the researchers of the group and the different departments of the institution. It requires flexibility, communication and negotiation skills, organizational capacity and collaborative spirit. We are looking for an agreeable visionary personality with initiative, distinctive self-organizational talent and high social competence. The candidate should be able to start functions as soon as possible.

**Job description / Tasks to be developed:**

The candidate will be hired for the project Functional and Clinical Impact of genomics Analysis in CLL (PMP15/00007) funded by the Institut de Salut Carlos III. Some of the tasks related to this project will be:

- Coordination and collaboration with the research groups.
- Data entry and maintenance of the databases of clinical and biological studies.
- Coordination between doctors and researchers for the follow-up and processing of samples.
- Monitoring and compliance of clinical protocols.
- Preparation of reports and statistics.
- Assistance and active participation in meetings; among other tasks.

**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:** 27/03/2018



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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 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' pas 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 13/03/2018  
Marta Fernandez Cufí  
Human Resources Manager



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