

JOB OPPORTUNITY

The Bellvitge Biomedical Research Institute is seeking a Project Manager for the International projects Unit of the Pre-Award Department.

IDIBELL is a research center that integrates the biomedical research of the Bellvitge University Hospital (HUB), the Catalan Institute of Oncology (ICO), and the University of Barcelona in the Bellvitge Campus (UB) and the Viladecans Hospital (HV), located in south Barcelona.

The research focuses of IDIBELL are cancer, neuroscience and translational medicine; research, innovation and society are the pivots on which researchers work every day in order to improve the quality of life of citizens.

IDIBELL is located in L'Hospitalet de Llobregat, south of Barcelona. It is a member of the Campus of International Excellence of the University of Barcelona HUBc and part of the CERCA institution of the Generalitat of Catalonia. In 2009, it became one of the first five Spanish research centers accredited as a health research institute by the Carlos III Institute of Health. More recently, the European Commission has recognized IDIBELL with the HRS4R logo (Excellence in Human Resources in Research), which identifies IDIBELL as a provider and supporter of a stimulating research work environment.

Main Duties

- Advice and support researchers in the preparation and submission of international competitive proposals as well as in all aspects of the granting process (approval, contract signature etc)
- Identification of funding opportunities and resolution of calls.
- Collaboration in the organization of infodays, training sessions for the scientific community etc.
- Communication with funding agencies and national contact points.

Requirements

- Bachelor's degree.
- Previous experience in pre-award management of international calls as well as knowledge of H2020, NIH and other international funding programs.
- Well-organised person with very good attention to detail and the ability to work to tight deadlines
- High level of English (C1/Certificate in Advanced English or equivalent).
- Team player with good interpersonal, written and oral communication skills

We will value

- Previous experience in a health/biomedical research environment
- Motivated, pro-active and results oriented person

- Flexible and adaptable person

We offer

- Temporary contract (maternity leave)
- Salary: according to candidate's experience.
- Full-time schedule: 8/9am-5/6pm Monday-Thursday; 8/9am-4/5pm Friday.
- Immediate incorporation.
- Location: Hospitalet de Llobregat.

Documents required

- Curriculum Vitae
- Cover Letter

Deadline for sending CVs will be next January 16st

Observations

Candidates must submit their applications through the IDIBELL website: <http://idibell.cat/en/institut/uneix-te-a-idibell/ofertes-de-feina> or by email: rrhh@idibell.cat

Contact: **Human Resources Department, IDIBELL.**

TFS: 93 260 7290; 93 260 7834.

All job profiles must be reviewed and accepted by the HR Department in order to guarantee legal and labor compliance, and the principles of the European charter for Researchers and the Code of Conduct for the Recruitment Researchers.

IDIBELL obtained the seal of Excellence in HR in 2015

This seal represents IDIBELL's commitment to the implementation of HR policies, which oversee the attracting and development of talent in an open, transparent manner, based on personal merit, aligned with the principles of the European charter for Researchers and the Code of Conduct for the Recruitment Researchers.



HR EXCELLENCE IN RESEARCH

<http://www.idibell.cat/modul/news/en/766/eu-certifies-idibell-as-a-center-of-excellence-in-human-resources-for-researchers-hrs4r>