

## **JOB DESCRIPTION – R+D Grants & Contracts Preaward Manager**

**Job Vacancy : R+D Grants & Contracts Preaward Manager**

**Organisation : Barcelona Institute for Global Health**

**Localization: Barcelona – Campus Clinic**

**Duration: 2 years**

**Starting date : as soon as possible.**

The Barcelona Institute for Global Health (ISGlobal) is the fruit of an innovative alliance between academic, government, and philanthropic institutions to contribute to the efforts undertaken by the international community to address the challenges in global health. ISGlobal is looking for a research technician to join our young and dynamic team in child-health and air pollution research.

ISGlobal is offering a position of R+D Grants & Contracts Preaward Manager to cover a new position in one of our campuses.

### **Purpose and basic functions**

To detect funding opportunities, to analyse and disseminate key information from calls for proposals and donors policies for global health projects and initiatives, according to the objectives of the strategic plan and needs of the organization.

To provide tailored advice and support on grant proposals preparations in liaison with ISGlobal staff (principal investigators, project managers, scientific coordinator, grant managers).

### **Specific Functions**

- To identify and pro-actively disseminate calls for proposal from public and private institutions, specific for Global Health Projects and Initiatives as per ISGlobal research interests.
- To provide support during the process of application preparation:
  - Compliance of proposals to funder requirements,
  - Contractual procedures and obligations,
  - Forecast and control of deadlines.
  - Support in proposal writing & budgeting.
  - Proposal delivery; follow up on submitted applications.
- To coordinate formal acceptance of granted projects; liaise with the legal Dept, grant managers and HHRR Dept (when appropriate) the negotiation phase of research-related contracts, such as grants agreements, subgrants, subcontracts, fellowships.
- Management of internal and external signatures in a multi-institutional environment.

- Maintenance of grants & contracts databases for accurate activity reports.
- Any other duties related to the post as requested by superiors; to contribute to the general functioning of the Grants Office.

### Skills and competencies

- Proven ability to prioritize, work with deadlines and under pressure.
- Organized, high attention to detail; ability to summarize and communicate key information at all levels.
- Proactive attitude to identify the needs of the principal investigators and the organization.
- Ability to work independently and in a team in an international multicultural environment.

### Education

- University degree; preferably but not necessarily in Life Science.
- Advanced level of English, spoken and written, a must

### Experience, technical skills

- Minimum 3 years experience of preaward management in a similar position.
- Knowledge and experience managing calls from European and International funders (such as H2020, EDCTP, EIT Health, NIH) is required.
- Knowledge and experience managing calls from Spanish/Catalan national funders (Spanish Ministry of Science, ISCIII, AGAUR, PERIS) will be valued but is not required.
- Experience working in a research centre will be valued.

### Salary and conditions

- Full-time position – 2 years.
- Compensation will be based on the internal scales and applicant's experience and qualifications.
- Start date is as soon as possible.

### How to apply

Applicants must send a CV and a cover letter to [job@isglogal.org](mailto:job@isglogal.org), with the subject heading **Grants\_Contracts\_Preaward\_April19**. The CV should include the names and emails of two referees who can be contacted immediately if shortlisted. The closing date for the receipt of applications is **23<sup>rd</sup> April 2019**.

**Applications will be accepted until 17.00 CET of the closing date.**

**Only applicants under serious consideration will be contacted.**

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, and in Organic Law 3/2018, of December 5, of Personal Data Protection and Guarantee of Digital Rights, we inform you of the following:

Who is responsible for the treatment of your personal data?

- The responsible for the treatment of the personal data of the candidate is the Barcelona Institute for Global Health (ISGlobal), domiciled at 08036 Barcelona, calle del Rosselló 132 and contact telephone number 93 227 18 06.

For what purpose do we process your personal data?

- We process the information provided by the candidate in order to manage his candidacy in the selection process and his eventual incorporation to the staff of ISGlobal and, where appropriate, to notify or inform him of other personnel selection processes of ISGlobal that may be of interest.

It will be necessary for the candidate to provide the information indicated as compulsory. Otherwise, ISGlobal could reject the candidate, regardless of the stage in which the selection process is. In addition, the candidate should provide ISGlobal with the current information so that ISGlobal has updated information and without errors.

The candidate accepts that ISGlobal can carry out psychological tests, psycho-technical tests and personality test. ISGlobal shall process the results of said tests, and their corresponding evaluations, only for the purposes described above.

How long will we keep your personal information?

- The personal data provided will be kept and stored for a maximum period of 1 year.

What is the legal basis for processing your personal data?

- The legal basis for data processing is the consent of the candidate who provides it by accepting the data treatment clause.

Do we share the personal data?

- The candidate's personal data will not be communicated to third parties, except legal obligation.

What are your rights when you provide us your personal data?

- The candidate can exercise their right of access to personal data, as well as request the rectification of inaccurate data or, where appropriate, request its deletion when the data is no longer necessary for the purposes for which they were collected. You may also request the limitation, portability and opposition of the processing of your data, in certain circumstances and for reasons related to your particular situation.

Likewise, you may revoke your consent, at any time, without this affecting retroactively to the data processing that has been made up to that moment.

The candidate may exercise the rights referred to above, under the terms and conditions provided in the legislation in force, at the registered office of ISGlobal or request it by email addressed to the Data Protection Office ([lop@isglobal.org](mailto:lop@isglobal.org)), enclosing a copy of your National Identity Document, Passport or equivalent document.

In the event that you do not obtain a satisfactory answer and wish to make a claim or obtain more information about any of these rights, you can contact the Spanish Agency for Data Protection ([www.aepd.es](http://www.aepd.es) - C / Jorge Juan, 6 Madrid).