

JOB DESCRIPTION	
Job Title /Researcher Profile	Project Manager
Job Code	GEST-03_052021
Full/part Time	Full-time
Field	Project Management
Direct Supervisor	Managing Director
Years experience required	3 years experience in a similar position
Required Languages	ENGLISH: Fluent knowledge written and spoken
Indicative Starting Date	June 2021
Minimum degree and field of knowledge	Bachelor degree (BsC) in any related field.
Summary	IrsiCaixa AIDS Research Institute located in Hospital Germans Trias I Pujol has a new open position as Project Manager to strengthen the Grants Office team.
Offer /Job Duties	This full-time position requires an experienced professional to work in liaison with the managing director and the assigned research groups.
Candidates Duties	<p>The candidate will be developing Project Manager tasks for the research groups assigned, and also will take care of all fellowships at the institutional level.</p> <p>The main tasks assigned will be as follows:</p> <p><u>As Project Manager:</u></p> <p>Pre-award:</p> <ul style="list-style-type: none"> • Identification of funding opportunities. • Administrative support in the preparation and submission of grant proposals and all the associated materials being submitted by the research groups assigned. • Support in the budget preparation. <p>Post-award:</p> <ul style="list-style-type: none"> • Preparation and organization of the required materials needed to implement the projects of the research groups assigned. • Organization and attendance to meetings, presentations and minutes. • Contribution to monitor the work progress of the projects anticipating possible risks. • Budget follow-up. • Preparation, coordination and submission of financial and scientific reports for the projects of the research groups assigned. • Financial audits preparation and coordination. • Update the contents of the groups' website in coordination with the Communication Unit. • Other transversal duties inherent to the Grants Office team. <p><u>As Fellowships Specialist:</u></p> <ul style="list-style-type: none"> • Identification and communication of new human resources funding opportunities at national, European and international level. • Support in the preparation and submission of all institution fellowships. • Fellowships 'tracking.



	<ul style="list-style-type: none">• Budget follow-up.• Preparation, coordination and submission of financial and scientific reports for the fellowships.• Financial audits preparation and coordination. <p>Desired skills:</p> <ul style="list-style-type: none">• Good organizational skills, excellent attention to detail and ability to plan and organize work.• Initiative and ability to work in a multidisciplinary team.
Deadline for Application	May 20, 2021
Required documents	<ul style="list-style-type: none">• Cover letter• Resume• Relevant documents
Contact	E-mail: grants@irsicaixa.es