

JOB OPENING AT IRB BARCELONA

PROGRAMME SECRETARY (ref. AD/19/04)

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona is a Severo Ochoa Centre of Excellence—a seal that was awarded in 2011.

The institute is devoted to conducting research of excellence in biomedicine and to transferring results to clinical practice, thus improving people's quality of life, while simultaneously promoting the training of outstanding researchers, technology transfer, and public communication of science. Its 25 laboratories and seven core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 400 members and 30 nationalities. It is located in the Barcelona Science Park. IRB Barcelona forms part of the Barcelona Institute of Science and Technology (BIST) and the "Xarxa de Centres de Recerca de Catalunya" (CERCA).

IRB Barcelona is seeking a **Programme Secretary** to cover a **maternity leave** for the **Cancer Science Unit**. This position provides secretarial support to the different Group Leaders of the Programme and its members, by being in charge of different administrative and technical tasks.

DUTIES

- Manage travel arrangements and general secretarial management tasks, such as, congresses/courses registration, reimbursement forms, advance payments, etc.
- Organize visits and seminars hosted by the Programme.
- Organize Programme meetings and retreats.
- Update/maintain scientific databases and online platforms for the Group Leaders.
- Organize visits for candidates hosted by the Programme.
- Control expenses on the Programme budget.
- Give secretarial support for meetings/events/congresses hosted by the Programme Group Leaders.
- Help with administrative procedures and other related administrative tasks.

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:** Minimum of 3 years in a similar position.



IRB BARCELONA endorses the Requirements and Principles of the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers*, and Open, Transparent, Merit-based recruitment promoted by the European Commission and follows Equal Opportunities policies.

On 9 December 2014, IRB Barcelona was awarded the "HR Excellence in Research" logo. This recognition reflects the commitment of the Institute to the continuous improvement of its human resources policies in line with the *Charter & Code*. The Institute works to ensure fair and transparent recruitment and appraisal procedures.

- **Knowledge:** High knowledge of English, Catalan and Spanish. FPII in Secretarial studies or related. Good command of Microsoft Office pack (Excel, Word, etc.).
- **Skills:** Highly motivated, people oriented, to be able to multitask, responsible, to be able to work independently.

Desirable

- **Experience:** In scientific or educational institutions.
- **Knowledge:** Bachelor is a plus. Knowledge of science related Databases.

WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Employed in compliance with Spanish legislation and regulations under a full-time contract. Employees receive the benefits of the Spanish Social Security system covering sickness, maternity/paternity leave and injuries at work. Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution.
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include CV and should be sent by e-mail to: irbjobs@irbbarcelona.org, indicating the Reference: **AD/19/04**

- **Deadline for applications:** **29/03/2019**
If no suitable candidate is found, the deadline will be extended.
- **Number of positions available:** **1**
- **Selection process:**
 - **Pre-selection:** Will be based on CV, motivation letter, experience, management of research and innovation.
 - **Interviews:** Short-listed candidates will be interviewed.
 - **Job Offer:** Will be sent to the successful candidate after the interview.

For more information please visit our website at: www.irbbarcelona.org

Note: The strengths and weaknesses of the applications will be provided upon request.

If you, as an applicant, have any suggestion or wish to make a complaint regarding the selection process, please contact us at the following email address: irbrecruitment.suggestions@irbbarcelona.org. You will receive a response within a month.