



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**. This recognition proves that VHIR endorses the general principles of **the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code)**.

Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

Support Technician. Research Grants Office

VHIR's Research Grants Office provides support to researchers throughout the lifecycle of competitive research projects to contribute to the leadership of HUVH and VHIR in biomedical research.

We encourage and support our researchers in the pursuit of competitive funding for research detecting opportunities and contributing to the development of quality proposals. Once the desired funding is achieved, we provide guidance on regulations compliance and manage granted projects for the best research outcomes.

We are currently looking for a person to join the team to provide technical support in the administration of Research Grants Office, specifically in post award national calls.

JOB DESCRIPTION

Education and qualifications:

- University degree, in Health Sciences preferred.
- Minimum +1 years of work experience in a similar position (ISCIII, MINECO, PERIS, LMTV3 calls).
- Experience in the healthcare sector will be valued.
- Excellent written and oral communication Catalan and Spanish skills. Good level of English will be valued.
- Good command of MS Office and other computer tools.
- Personal skills: well-organized, proactive, results oriented professional with close attention to detail and with the ability to work under tight deadlines. Team player with excellent interpersonal skills.

Main responsibilities and duties:

- Provide technical support in the preparation and submission of grant proposals to competitive calls for funding (detection of funding opportunities, dissemination of calls for proposals, resolution of doubts or queries, drafting and preparation of application related documents, confirm that proposals meet formal sponsor requirements, submission of proposals, follow-up on submitted applications, rectification/allegation and acceptance of granted projects).
- Provide technical support during the execution of granted projects (regular monitoring of executed budgets and incomes to communicate deviations, preparation of economic justifications and audits, timesheet records and deliverable attainment monitoring, formal request for changes or amendments to grant agreements, project close-out).
- Maintenance and update of the grant applications database for accurate activity reports.

- Organize and monitor paperwork and electronic documents related to research grants.
- Any other duties related to the job as requested to contribute to the general functioning of the Research Grants Office.

Labour conditions:

- Full-time position (40h/week)
- Temporary contract, renewable.
- Gross annual salary: 21.687,22€ – 23.500€

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "*RGO National Post award*" to the following email addresses: and seleccio@vhir.org.