



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.**

International Projects Manager

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 post-award team within the Research Grants Office.

JOB DESCRIPTION

Education and qualifications:

- University degree in Health Sciences preferred.
- Minimum +3 years of work experience in post-award management of basic and clinical research projects funded by international organizations (EU FP7 & H2020, US NIH)
- Excellent written and oral communication skills in English are required. Good command of Catalan and Spanish is also essential.
- Personal skills and competences: we are seeking a self-motivated, proactive, well-organized and results oriented person with the ability to work well under pressure to meet deadlines. Strong problem-solving and communication skills are required. Excellent teamwork and relational skills are a must.

Main responsibilities and duties:

- Monitors projects work plan, scientific reports and implementation of grant agreements.
- Manages grant budgets, prepares financial reports and audits.
- Anticipates possible deviations during project implementation, plans risk contingency actions and makes appropriate amendments to grant agreements.
- Ensures compliance with institutional policies and sponsoring agency regulations and policies.
- Serves as liaison between researchers, funding agencies and coordinators of collaborative projects. Provides support in consortium meetings organization and dissemination activities.
- 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.
- Initial compensation will be based on the internal scales and applicant's experience and qualifications (gross annual salary: 27.500 – 30.000 euros)

How to apply:

Applicants must submit a full Curriculum Vitae and a cover letter with the subject heading *Post-award project manager* to the following email address: seleccio@vhir.org. The CV should include the names and emails of two referees who can be contacted if shortlisted.