

JOB OPENING AT IRB BARCELONA

PRE-AWARD OFFICER (ref. AD/19/08)

IRB Barcelona is a world-class research centre devoted to understanding fundamental questions about human health and disease. It was founded in October 2005 by the Government of Catalonia (Generalitat de Catalunya) and the University of Barcelona (UB), and is located at the Barcelona Science Park (Parc Científic de Barcelona). The institute is a member of the BIST (Barcelona Institute of Science and Technology).

The Institute's missions include conducting multidisciplinary research of excellence at the unique interface between biology, chemistry and medicine, providing high-level training in the biomedical sciences to staff, students and visitors, driving innovation through active technology transfer to the benefit of society, and actively participating in an open dialogue with the public through a series of engagement and education activities.

IRB Barcelona's Pre-Award Section, part of the Competitive Funding & International Promotion Department, is seeking a Pre-Award Officer.

The Pre-Award Section is in charge of providing proactive support to IRB Barcelona community during the applications for competitive funds for research and institute-related activities.

DUTIES

The candidate will be mainly in charge of setting up, feeding and maintaining the new IRB Barcelona's funding opportunities portal.

Other duties will be:

- Search and provide information on funding opportunities and open calls
- Act as a contact point with granting and donor entities
- Provide full assistance during the whole application and negotiation cycle:
 - o Oversee eligibility criteria, budget compliance, among others
 - o Prepare and submit proposals
 - o Negotiate agreements until final acceptance/signature

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- Experience:
 - o University degree
 - o Minimum of 2 years' experience in providing support in the grants application process.
 - o Be familiarised with funding opportunities portals.



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

- Knowledge:
 - Command (spoken and written) of English, Spanish and Catalan
 - Advanced user of the Microsoft Office package (especially Excel)
 - Advance user of web edition software
- Skills: Highly organized and reliable person who pays attention to details and who can work as a team player. Capacity to juggle projects under tight deadlines. High initiative and capacity to work independently.

Desirable

- Experience with SAP Business One (SBO).

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 leaves and injuries at work. Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution and become a member of our established administration team
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include a **motivation letter** and a **complete CV (both in English)** and should be sent by e-mail to: irbjobs@irbbarcelona.org Reference: AD/19/08

- **Deadline for applications:** 22/11/2019
- When the applicants do not meet the requirements, the deadline will be extended.
- **Number of positions available:** 1
- **Selection process**
 - **Pre-selection:** Will be based on CV, motivation letter and previous experience
 - **Interviews:** Short-listed candidates will be interviewed
 - **Offered Position:** Job Offer will be sent to the successful candidate after the interview

This position will be funded through the grant Europa Redes y Gestores ECT2019-000405 (Ministerio de Ciencia, Innovación y Universidades).

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: irbreruitment.suggestions@irbbarcelona.org You will receive a response within a month.



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