

## FUNDACIÓ SANT JOAN DE DÉU AND HOSPITAL SANT JOAN DE DÉU OPEN A PROJECT MANAGER JOB POSITION

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Ref.: 322/20

### TITLE:

European Project Manager

**CLOSER - Childhood Leukemia: Overcoming distance between South America and Europe Regions**

### Offer description:

Sant Joan de Déu Research Foundation is hiring a **project manager for a coordinated H2020 European project about Childhood Leukemia**. Specifically, the project is aiming at harmonizing levels of care of children with leukemia with a global approach; thus, education and training, scientific research, innovation, empowerment of families and civil society and policymakers' involvement are included in the project.

This project involves 13 institutions from Europe and Latin America, so both Spanish and English writing and speaking abilities are mandatory. We seek a highly motivated, self-driven and committed project manager with previous experience in international project management.

We are calling for candidates with a background in management/science, although proven expertise in both areas would be considered favorable.

Contract duration	4 years contract
Job status	Half-time position
Hour per week	20
Envisaged job starting date	February 2020 (as soon as possible)

### WORK LOCATION

Esplugues de Llobregat, Barcelona

### REQUIREMENTS

University degree (preferably in the Health Sciences or Business Administration)

### Specific requirements

- Proven experience in research project management, preferably in the field of health.
- 3 years of experience in a position of European Project Manager.
- Good knowledge of main rules and regulations affecting European Projects: financial, legal and administrative aspects; data protection regulation, ethical issues.
- Strong organization and time management skills, prioritise and organise project workload and meet time-critical schedules.
- Ability to work under pressure with strict deadlines while maintaining accuracy and thorough attention to detail.
- Good communication skills. English proficiency to communicate and disseminate content related to health sciences. Excellent report writing skills.
- Good interpersonal skills and the ability to liaise with a variety of people.
- Oriented to problem solving.
- Ability to work independently as well as part of a team.
- Good numeracy skills with the ability to present and interpret financial reports.
- Knowledge of main actors in the field of health management and research.

**Required languages:** English and Spanish advanced level written and spoken

### Key responsibilities

- Providing on-going administrative, technical and scientific support.
- Gantt Chart follow up and monitoring project work progress and monitoring risk management. Track the different activities and deviations.
- Execute effective timetabling and deadlines accomplishments.
- Data management plan follow up.
- Monitoring of ethical regulatory process and compliance.
- Monitoring of data protection compliance.
- Internal communication with partners. Daily internal guidance of the consortium.
- Daily expenses follow-up according to budget plan and monitoring of personnel efforts (time sheets).
- Organize, participate, write minutes of consortium meetings, teleconferences, reviews and other events.
- Prepare high quality periodic financial and activity reports, collect and review consortium information and deliverables.

### ADDITIONAL INFO

Website for additional details: [www.fsjd.org](http://www.fsjd.org)

**Benefits:** Be part of an international collaborative project of reference in the field of childhood leukemia.

**If interested, please send a cover letter and the Curriculum vitae indicating the reference 322/20 to the Human Resources department ([rrhh@fsjd.org](mailto:rrhh@fsjd.org)) by 20/01/2020.**