

PROJECT MANAGER (REF.: PM_MB_32)

The Josep Carreras Leukaemia Research Institute (IJC) is a non-profit research institute based in Barcelona and dedicated to advancing our understanding about leukaemia and related disorders, in partnership with the University of Barcelona and University Autònoma of Barcelona. The IJC has laboratories in three clinical campuses: i) Clinic Hospital, ii) Sant Pau Hospital and iii) Germans Trias i Pujol Hospital. IJC serves as a collaborative hub for basic investigators and physicians to work together on fundamental biological and clinical aspects of leukaemia. The IJC offers an excellent work environment built around a multi-disciplinary fusion of ideas and state-of-the-art facilities.

IJC Campus ICO-GTIP (Badalona) is looking for a **Project Manager** to join the Competitive Grants Office at IJC headquarters in the Biomedical Campus Can Ruti Badalona to manage a Marie Skłodowska Curie Innovative Training Network (ITN), according to the guidelines of the Research Executive Agency (REA), the scientific direction of the Principle Investigator and the Competitive Grants Office.

What we need

- Bachelor and Master's degree in Life Sciences and/or Business Administration.
- Experience in managing European Projects in particular projects of the Horizon 2020 framework program will be a plus.
- Prior experience working in the public research sector and/or with private-public partnerships will be a plus. Previous research experience in cancer and leukaemia research will be an extra plus.
- Proficiency in working with MS Office.
- Experience building interpersonal relationships.
- Proficiency in verbal and written communication in English.
- Capacities in problem-solving, prioritization, time, and workflow management.
- Capacity and experience in working with limited guidance and close interaction with colleagues.
- International work experience in particular in Europe a plus.

Main responsibilities

As Project Manager, you will be responsible for the management of the research and training network Intercept-MDS (MSCA ITN) and support the Scientific Coordinator Marcus Buschbeck. You will be the interaction hub between all administrative units of the IJC, all participating partners from different EU countries, and be a key contact for 12 PhD students that will be recruited through the project. You will closely interact with the IJC EU Project Officers and with their guidance execute all management-related tasks that will include:

- Initiate network activities by drafting guidelines for different participants and to organize the efficient recruitment process.
- Follow-up and update of the work plan including reports.

- Set up and implementation of quality procedures, including risk management.
- Organization and follow up of all the training activities to be organized in the frame of the project.
- Preparation and follow-up communication and dissemination strategies in collaboration with the Communication Unit.
- Coordination of all the organisation aspects related to the project: preparation meetings, agendas and minutes.
- Financial follow up of the project (included budget control) and reporting to the European Commission (REA)
- Occasionally supporting the Coordinator and the Project Office in other management-related and grant-writing tasks.

What we offer

- A temporal contract extendable to initially 4 years.
- Possibility of part-time dedication such as 20 hours per week.
- Start date: between November 2020 and January 1st 2021.
- A salary that with commensurate your qualifications.
- The stimulating environment of the IJC and its scientific network.

How to apply

To apply for this opportunity, please send your resume and a cover letter and (incl. the contact details of two referees) to jobs@carrerasresearch.org

Please submit your application by September 13th, 2020.

Who we are?

Our mission is to carry out research into the basic, epidemiological, preventive, clinical and translational aspects of leukemia and other hematologic malignancies.

The vision of the Josep Carreras Leukaemia Research Institute is that research will identify new therapeutic targets and enable us to develop more precise and less aggressive treatments. We aspire to understand the origin and development of leukemias and other malignant hematological pathologies in order to be able to prevent them. We will work for a future in which all leukemias will be curable.

For further information, please, visit our webpage: <http://www.carrerasresearch.org/en> and the Josep Carreras nonprofit organization: <https://www.fcarreras.org/en>

The European Commission awarded the IJC the HR Excellence seal in July 2019. The IJC continues to work to maintain its policies in line with the Charter and Code principles.

The HRS4R has the main objective of ensuring that research centers of excellence implement and respect the requirements of the European Charter for Researchers and the Code of Conduct for hiring researchers (from here on referred to as the Charter and Code) within their human resources policies.

This EC initiative aims to promote training, professional development, and mobility for all European scientists. The IJC supports these values and principles, which will not only serve to strengthen its internal policies but will actively stimulate excellent research and firmly situate the organization as an institution with a stimulating working environment that favors the development of its scientists.

IJC is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, and other legally protected characteristics.

