

JOB DESCRIPTION	
Job Title /Researcher Profile	Project Manager
Job Code	GEST-02/18
Full/part Time	Full-time
Field	Project Management
Direct Supervisor	Managing Director
Years experience required	3 years experience in a similar position
Required Languages	ENGLISH: Fluent knowledge written and spoken
Indicative Starting Date	October
Minimum degree and field of knowledge	Bachelor degree (BSc). BSc in Economics, Business Management and Administration or related field is an asset.
Summary	IrsiCaixa AIDS Research Institute located in Hospital Germans Trias I Pujol has an open position as Project Manager to strengthen the Grants Office team.
Offer /Job Duties	This full-time position requires an experienced professional to work in liaison between the Managing Director and the assigned Investigators in the administrative and technical management of projects from the field of life sciences.
Candidates Duties	<ul style="list-style-type: none"> • Identification of new funding opportunities at national, European and international level. • Support in the preparation and submission of grant proposals. • Organization and preparation of the required materials necessary to implement to the projects • Organization and attendance of meetings, presentations and minutes. • Contribution to monitor the work progress of the projects anticipating possible risks. • Budget control and follow up of the assigned programs and projects. • Submission of the required reports on scientific progress and financial expenditures of the projects according to the funding body regulations. • Update the contents of the groups' website in coordination with the Communication Unit to comply with the policies of the funding agencies and the contractual obligations of each project. • Experience in European and international projects will be an asset. • Good organizational skills, excellent attention to detail and ability to plan and organize work. • Initiative and ability to work in a multidisciplinary team.
Deadline for Application	October 3, 2018
Required documents	<ul style="list-style-type: none"> • Cover letter • Resume • Relevant documents
Contact	Chiara Mancuso E-mail: cmancuso@irsicaixa.es