



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.**



Project Manager - Technical Secretariat

Direction

We're seeking a **Project Manager** to join the Technical Secretariat which is directly managed by the Deputy Director.

The Technical Secretariat assists VHIR's Direction in the coordination of strategic, scientific and institutional activities. Draws reports and proposals that are discussed and approved in the different managing bodies in the institution, and coordinates the annual decisive tasks from an strategic point of view (internal and external evaluations, follow up and evolution of objectives, specific sessions for the design of VHIR's Strategic Plan...).

JOB DESCRIPTION

Education and qualifications:

- College or University Degree in Bioscience area or Economics or Business Administration.

Experience and knowledge:

The applicants shall:

- Previous experience in data analysis, preferably in the Health or Bioscience areas.
- Have at least 1 years of professional experience in Research Institutions and / or in Project Management within biotech and/or scientific environments.
- Have a good computer literacy; especially have an advanced level in MS office.
- Have an excellent spoken and written English (C1 level), Catalan (C level) and Spanish.
- Personal skills: we're looking for a person who is committed to the organization and the position, with ability to work independently and proactively but also capable of applying a strong co-operative working approach to the tasks at hand.

Main responsibilities and duties:

The candidate will support the Technical Secretariat in all its functions, among others, he/she will:

- Develop the institutional documents and gives technical support to the VHIR Direction.
- Participate in the coordination of the scientific and institutional assessments / evaluations.
- Support the development and monitoring of the Institution global structure.
- Support the scientific organization management.

Labour conditions:

- Permanent and Full time position (40h/week).
- Gross annual salary: 27,000€.
- Incorporation: immediately.

HOW TO APPLY

Applicants should send a presentation letter and a full Curriculum Vitae with **SEC_TEC** reference to the following e-mail address: seleccio@vhir.org.