

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

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Ref.: 320/19

**TITLE:** Research manager with experience in European Projects

**THEMATIC AREA:** POLYCYSTIC OVARY SYNDROME (PCOS) IN ADOLESCENT GIRLS AND YOUNG WOMEN: TOWARD A TREATMENT GUIDED BY PATHOPHYSIOLOGY

**Offer description:**

Sant Joan de Déu Research Foundation is hiring a **project manager with full involvement in the preparation of a complete proposal of a coordinated, collaborative H2020 European project. The project deals with a novel treatment for Polycystic Ovary Syndrome (PCOS)**, which is the most prevalent, chronic endocrine-metabolic disorder in women of reproductive age, affecting 5-10% of women worldwide. Specifically, the project will test, in a multicentre Phase II clinical trial a first low-dose combination treatment for adolescent girls and young women with PCOS essentially based on pathophysiology.

This project involves 15 institutions and/or organizations from Europe, including Belgium, Denmark, Norway, Italy, France, Ireland, Austria, Turkey, and Spain, so that English writing and speaking abilities at excellence level are mandatory. Scientific research, innovation, empowerment of patients and civil society, patients' outcomes and policymakers involvement are pivotal sections of the project.

We seek a highly motivated, self-driven and committed project manager with previous experience in international project management, with a background in management/science, although proven expertise in both areas would be considered an add-on value.

This person will be directly involved with the Consolidated Research Group of Paediatric Metabolic Endocrinology, giving support to the scientific affairs of the group.

<b>Contract duration</b>	8 months, with potential extension for 5 years should the project be granted by the EU
<b>Job status</b>	Full-time position

**Hour per week** 37.5  
**Envisaged job starting date** January 2020

## **WORK LOCATION**

Esplugues de Llobregat, Barcelona

## **REQUIREMENTS**

University degree, preferably in Health Sciences and preferably, PhD

### **Specific requirements**

- ✓ Extensive experience in writing proposals for the European Commission (Horizon 2020). Other Agencies will be also considered (National Institutes of Health –NIH, MINECO, ISCIII, AGAUR).
- ✓ Experience in writing scientific articles in peer reviewed papers.
- ✓ Experience in the coordination and management of clinical studies.
- ✓ Microsoft Office and Internet navigation at proficiency level.
- ✓ Used to work under pressure with strict deadlines.
- ✓ Collaborative teamwork skills.
- ✓ At least 3 yr experience in a similar position
- ✓ Demonstrated ability in managing multiple sub-projects simultaneously.
- ✓ Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines.
- ✓ Proactive in managing timeline and monitoring of project building and deliverables.
- ✓ Communication skills and experience in dissemination strategies

**Required language:** English proficiency level. Catalan and Spanish will be also considered.

### **Key roles/responsibilities:**

- ✓ **Scientific support to the PI of the group.**
  - Providing daily managerial, technical and scientific support.
  - Writing scientific papers.
- ✓ **Proposal preparation:**
  - Writing scientific parts of the proposal.
  - Day-to-day follow up of the proposal.
  - Collecting partner's information.
  - Preparation of documentation for ethical committees and regulatory bodies (e.g. *Agencia Española del Medicamento y Productos Sanitarios*)
  - Internal communication with partners. Preparing internal guidance and documents for the consortium.

- Organize, participate, write minutes of consortium meetings, teleconferences, reviews and other events.
- Critical review.

#### **ADDITIONAL INFO**

- **Website for additional details:** [www.fsjd.org](http://www.fsjd.org)
- **Selection process:** letter of interest + curriculum

**If interested, please send a cover letter and the Curriculum vitae indicating the reference 320/19 to the Human Resources department ([rrhh@fsjd.org](mailto:rrhh@fsjd.org)) by 10/01/2020.**