

**TERMS OF REFERENCE**  
**Project Manager**  
**Barcelona - “La Caixa” LivingLab**

**Title:** Project Manager for Living Lab.

**Reporting to:** Barcelona - “La Caixa” LivingLab ISGlobal coordinator (50% FTE)

**Post on:**

- ISGlobal web
- Biocat:
- Gesrec:
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The Barcelona Institute for Global Health, ISGlobal, is the result of an innovative alliance between academic, government, and philanthropic institutions to contribute to the efforts undertaken by the international community to address the challenges in global health.

**Context:** The Barcelona Institute for Global Health (ISGlobal), together with IRSICaixa, is working toward the opening of research to civil society in Barcelona city and abroad. ISGlobal will add, through **Barcelona - “La Caixa” LivingLab, elements to consolidate and evolve** the concept of gathering needs and addressing questions raised by civil society associations and Barcelona citizens in general, through different intermediation structures and methodologies, putting together efforts among different stakeholders.

This project will enter the operational phase at the beginning of Q2-2019.

**General objectives**

**Mission 1: Overall project management**

- a. Management of the stakeholders
  - i. Stakeholder mapping to address challenges identified
  - ii. Preparation and coordination of meetings
  - iii. Agenda and minutes writing
  - iv. Follow up on agreed actions
- b. Execute project within agreed budget and timeline
  - i. Regular follow up of budget with ISGlobal financial officer
  - ii. Follow up with stakeholders on implementation of actions
- c. Ensure constant communication with steering committee members, and with the ISGlobal coordinator
  - i. Participate in the preparation of documents for Steering Committee and ad hoc meetings
  - ii. Participation in Steering Committee meetings
  - iii. Preparation of technical reports and ensure on-time submission

- d. Coordinate work and activities with the RRI team at ISGlobal, and with the IRSICaixa team
- e. Contribute to the scientific development of project activities in coordination with ISGlobal coordination and ISGlobal RRI team

**Mission 2: Coordinate with InSPIRES Activities** Ensure constant communication between **Barcelona - “La Caixa” LivingLab** and InSPIRES

**Mission 3: European Projects and International Cooperation**

- Monitoring of calls for projects (H2020, EIT, NIH)
- Build on other RRI project at ISGlobal (CRISH, InSPIRES, ...) synergies and actively participate in the design and writing of future proposals

**Requested experience**

- 3 years of experience in project management of research and/or innovation and/or managerial projects in the health, research and/or innovation organizations, both public and private, as well as non-profit and for-profit;
- Experience in participatory action, community-based participatory research project;
- Project management and communication skills;
- Experience in European/ international grants writing.

**Requested competencies**

- Graduate degree in the health sciences, or social sciences;
- Certified Health Specialization as well as any other additional biomedical training will be positively valued;
- Ability to multitask so as to support multiple projects;
- Ability to work under pressure;
- Problem solving skills;
- Team player with the ability to play different roles within the team;
- Good presentation skills.

**Languages**

- English and Spanish high level written and spoken;
- Another European language will be positively evaluated.

**How to apply:**

Applicants must fill in the [request form](#) and attached the relevant documents including the following reference: **PM\_LivingLab\_Oct19**. Each document must include the candidate name and surname. The receipt of applications will be open until **November, 6th 2019**.

**Applications will be accepted until 17.00 CET of the closing date.**

**Only shortlisted candidates will be contacted.**

In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, sex, marital status, race, ethnicity, disabilities, political leanings, religion or sexual orientation.