



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 unit

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 a strategic point of view (internal and external evaluations, follow up and evolution of objectives, specific sessions for the design of VHIR's Strategic Plan...).

We are currently looking for a Project Manager to join this unit team.

## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- University degree in Health Sciences preferred.

#### Desired:

- Doctoral degree will be valued.
- Project management and/or Document management training will be valued.

### Experience and knowledge

- 1- 2 years of professional experience in Research Institutions and/or in Project Management within biotech and/or scientific environments will be valued.
- High computer literacy level.
- An excellent spoken and written English (C2 level), Catalan (C2 level) and Spanish (C2 level)
- Personal skills: we are looking for a person committed to the organization and involved with work, with the capacity to work in a team, proactive, dynamic and very organized. Ability to work under pressure, results-driven and service oriented. Excellent skills to establish interpersonal relationships.

### Main responsibilities and duties:

The final candidate will give support to the unit in the following tasks:

- Elaborate the institutional documentation assigned and give technical support to the institutional Direction.

- Actively participate in the organisation of the scientific and institutional assessments/evaluations including governing bodies and scientific events.
- Give support in the development and follow-up of the global institutional structure.
- Give support in the institutional scientific management.
- Any other duties related to the job as requested to contribute to the general functioning of the Technical Secretariat unit.

### Labour conditions:

- Full-time position (40h/week)
- Temporary contract for maternity leave substitution.
- Compensation will be based on the internal scales and applicant's experience and qualifications (gross annual salary: 25.000 – 30.000 €)
- Starting date: January 2020

### HOW TO APPLY

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "PM\_Technical Secretariat" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org) until 16 January 2020.