



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.**

National Pre-award Project Manager

Research Grants Office

VHIR's Research Grants Office provides support to researchers throughout the lifecycle of competitive research projects to contribute to the leadership of HUVH and VHIR in biomedical research.

We encourage and support our researchers in the pursuit of competitive funding for research detecting opportunities and contributing to the development of quality proposals. Once the desired funding is achieved, we provide guidance on regulations compliance and manage granted projects for the best research outcomes.

We are currently looking for a person to join the team to develop the tasks of a national pre-award project manager

JOB DESCRIPTION

Education and qualifications:

Required:

- University Degree, In Health Sciences preferred.
- A PhD will be valued.

Experience and knowledge:

- Previous experience in pre-award management of public and private national calls is required (ISCIII, MINECO, PERIS, LMTV3)
- Experience in the healthcare sector will be valued.
- Excellent written and oral communication Catalan and Spanish skills. Good level of English will be valued.
- Personal skills: well-organized, proactive, results oriented professional with close attention to detail and with the ability to work under tight deadlines. Team player with excellent interpersonal skills

Main responsibilities and duties:

- Know thoroughly the competitive calls to identify the financing needs of researchers and proactively detect competitive grant opportunities.
- Internally manage the call (dissemination, planning of the internal calendar, resolution of doubts, preparation and revision of proposals, possible internal/external prioritization, and presentation).

- Accompany the researcher in all phases of application for projects and competitive grants, providing advice and help in the preparation and writing of the proposals
- Communicate the resolutions of calls immediately, as well as any other relevant information related to the proposals.
- Manage internally the processes of amendment, allegation or appeal in cases where it is necessary (communication, preparation, presentation and follow-up).
- Manage the formal acceptance of the projects and grants awarded and, where possible, participate actively in the negotiation of collaborations, contracts and agreements.

Labour conditions:

- Full-time position (40h/week).
- Immediate incorporation.
- Length of the contract: 1 year, renewable.
- Gross annual salary: 27.500-32.000€ euros.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter outlining why they are interested in this role and how they meet the above criteria with the subject heading "*Nacional Pre-award PM*" to the following email address: seleccio@vhir.org.