



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.



HR EXCELLENCE IN RESEARCH

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**).

VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, religion, age, disability or race.

Project Support (Pre-award)

International Projects Unit – Competitive Projects Directorate

VHIR's Competitive Projects Directorate 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 provide support in the administration of research grants

JOB DESCRIPTION

Education and qualifications:

- University degree, in Health Sciences preferred.
- Minimum +1 years of work experience giving support in project management
- Experience/Knowledge of European Commission programs H2020 and Europe, NIH (preferred)
- Experience in the healthcare sector (preferred).
- Fluent in written and spoken English (required)
- Good command of MS Office and other computer tools.
- Well-organized and close attention to detail
- proactive, results oriented professional
- Ability to work under tight deadlines.
- Team player with excellent interpersonal skills.

Main responsibilities and duties:

- Provide technical support in the preparation and submission of grant proposals to competitive calls for funding (detection of funding opportunities, dissemination of calls for proposals, resolution of doubts or queries, drafting and preparation of application related documents, confirm that proposals meet formal sponsor requirements, submission of proposals, follow-up on submitted applications, rectification/allegation and acceptance of granted projects).



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- Provide technical support during the execution of granted projects (regular monitoring of executed budgets and incomes to communicate deviations, preparation of economic justifications and audits, timesheet records and deliverable attainment monitoring, formal request for changes or amendments to grant agreements, project close-out).
- Maintenance and update of the grant applications database for accurate activity reports.
- Organize and monitor paperwork and electronic documents related to research grants.
- Any other duties related to the job as requested to contribute to the general functioning of the Research Grants Office.

Labour conditions:

- Full-time position (40h/week)
- Contract type: permanent contract linked to project.
- Gross annual salary: 21.687,23€ - 25.000€
- Starting Date: immediate

What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).

How to apply:

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