



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.**

## CTA (Clinical Trials Associate)

### Academic Research Organization (ARO)

VHIR offers a vacant position within its Academic Research Organization for a CTA to develop and manage administrative activities of clinical research projects related to the PLATAFORMA DE UNIDADES DE INVESTIGACIÓN CLÍNICA Y ENSAYOS CLÍNICOS” file number PT17/0017/0001, funded by ISCIII and co-funded by FEDER, according to the call “Acción Estratégica en Salud 2013-2016” of 2017.

#### JOB DESCRIPTION

##### Education and qualifications:

###### Required:

- University Degree or equivalent in Health Sciences.
- Training in administrative clinical trials activities.
- A very good command of Catalan and Spanish is required.
- Intermediate-high level of English, both written and spoken

##### Experience and knowledge:

###### Required:

- Proven experience in administrative tasks related to clinical research projects.
- Responsibility and flexibility.
- Ability to work autonomously.
- Excellent communication and organizational skills
- Ability to work in teams

##### Main responsibilities and duties:

- Prepare regulatory packages.
- Submission to Ethical Committees and Competent Authorities.
- Site contract management.
- Preparation and maintenance of the trial master files.
- Support Project Manager and Clinical Research Associates.



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- Support and assistance in the preparation and organization of researchers' meetings.
- Collaboration in the design of specific materials for each trial or study.
- Registration and control of the activities for each project.
- Collaboration in the organization of workshops, seminars and/or courses established by the Unit.

### Labour conditions:

- Full-time position: 40h/week (associated with the project Plataforma de Unidades de Investigación Clínica y Ensayos Clínicos of the ISCIII- PT17/0017/0001)
- Gross Annual Salary: € 22.823,22
- Starting date: immediate
- Temporary position linked to project (Ending date: 31/12/2021)

### 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 should submit a full Curriculum Vitae and a cover letter with the reference "**CTA - ARO**" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)



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