

## Job description

Job title	Project Manager
Job code	GEST-01-022024
Full/part time	Full-Time position. Immediate incorporation
Field	Research Project Manager
Direct supervisor	Project Management Coordinator
Experience	Minimum 2-years of experience in a similar position
Languages	Spanish and English (mandatory); Catalan (desirable)
Starting date	The successful candidate will join the team as soon as possible
Education and field of expertise	Bachelor's degree (BSc) in sciences
Summary	<a href="#">IrsiCaixa Research Institute</a> , located at Hospital Germans Trias i Pujol, has an open position for a Project Manager to strengthen the Grants Office team. IrsiCaixa have been actively involved in research related to infectious diseases, immune system disorders, and emerging viruses like COVID-19. Furthermore, IrsiCaixa conducts clinical studies to contribute with knowledge and to improve patients' quality of life.
Job duties	This full-time position requires an experienced professional to work in liaison between the Project Management Coordinator and the assigned Investigators in the technical and in the administrative management of projects in the field of life sciences.
Candidate profile and qualifications	<ul style="list-style-type: none"> <li>• Identification of new funding opportunities at national, European, and international level.</li> <li>• Support in the preparation and submission of grant proposals.</li> <li>• Organization and preparation of the required forms and bureaucratic documents necessary to implement to the projects.</li> <li>• Organization of and attendance to meetings, presentations, and minutes.</li> <li>• Contribution to monitor the work progress of the projects, anticipating possible risks.</li> <li>• Budget control &amp; follow-up of assigned programs and projects.</li> <li>• Submission of the required reports on scientific progress and financial expenditures of the projects according to the funding body regulations.</li> <li>• Update of the contents of the groups' website in coordination with the Communication Unit to comply with the policies of the funding agencies and the contractual obligations of each project.</li> <li>• Experience in European and international projects will be an asset.</li> <li>• Good English level &amp; high communication skills (written &amp; oral).</li> <li>• Good organizational skills, excellent attention to detail and ability to plan and organize work.</li> <li>• Initiative and ability to work in a multidisciplinary team.</li> </ul>
What we offer	We are a leading research center in infectious diseases and immunity committed to excellence and innovation. We engage in pioneering projects

	<p>that have a significant impact on advancing knowledge and improving the quality of life. We value diversity and, as such, encourage and welcome applications from individuals of all genders, nationalities, skin colors, origins, religions and ideologies, ages, sexual orientations, and identities.</p> <p>Moreover, we offer:</p> <ul style="list-style-type: none"> <li>• A dynamic and highly collaborative unit.</li> <li>• An international and interdisciplinary research environment consisting of wet lab scientists and data analysts.</li> <li>• Versatile activity. Mixed basic and clinical research environment in biomedicine.</li> <li>• Extensive opportunities for further education &amp; training as well as an excellent working atmosphere in a friendly, committed team.</li> <li>• Flexible working hours and the compatibility of career and family.</li> <li>• Hybrid work model (on-site + teleworking) subject to the foundation's regulations.</li> <li>• State-of-the-art infrastructures &amp; well-equipped offices/relaxing areas; subsidized cafeteria.</li> <li>• Generous vacation package: 22 vacation days, plus 4 days on Christmas, and all long weekends (subject to each year' calendar).</li> <li>• Salary will depend on skills/experience and will be in accordance with IrsiCaixa's salary scales.</li> </ul>
<p>Application deadline</p>	<p>Opened until the position is covered. 1st review of applications will take place on the 23rd of February</p>
<p>Required documents</p>	<ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume (CV)</li> <li>• Recommendation letter (optional but appreciated) and/or reference contacts</li> <li>• Other relevant documents</li> </ul>
<p>Selection process</p>	<ul style="list-style-type: none"> <li>• Pre-selection: evaluation of track record and CV.</li> <li>• Interview: short-listed applicant will be interviewed in person or online.</li> <li>• Offered position: the job offer will be sent to the successful candidate after the interview.</li> </ul>
<p>Contact</p>	<p><a href="mailto:jdalmau@irsicaixa.es">jdalmau@irsicaixa.es</a> Please, insert job code in the e-mail subject: "GEST-01-022024"</p>
<p>Where to find us</p>	<p>IrsiCaixa AIDS Research Institute Germans Trias i Pujol Hospital   2nd floor, Maternity building. Ctra. del Canyet, s/n. 08916 Badalona, Barcelona (+34) 93 465 63 74</p>