

## JOB OPENING AT IRB BARCELONA

### Pre-Award Grants Officer (ref. AD/24/03)

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona is a Severo Ochoa Centre of Excellence—a seal that was awarded in 2011.

The institute is devoted to conducting research of excellence in biomedicine and to transferring results to clinical practice, thus improving people's quality of life, while simultaneously promoting the training of outstanding researchers, technology transfer, and public communication of science. Its 29 laboratories and nine core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, aging, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts more than 500 members and 40 nationalities. It is located in the Barcelona Science Park. IRB Barcelona forms part of the Barcelona Institute of Science and Technology (BIST) and the "Xarxa de Centres de Recerca de Catalunya" (CERCA).

IRB Barcelona's Pre-Award section, part of the Competitive Funding & International Promotion Department, is seeking a Pre-Award Grants Officer.

The Pre-Award section is in charge of providing proactive support to IRB Barcelona community securing competitive funding for research and institute-related activities. The Pre-Award Grants Section manages the preparation and submission of more than 200 grant applications per year.

This position is funded by the "Preparación y Gestión de Proyectos Europeos y Facilitar la Atracción de Talento Internacional en Instituciones de I+D" (GPE2023) grant (Reference: GPE2023-001271-T).

#### DUTIES

- Search, provide information and assistance on funding opportunities and open calls to the IRB Barcelona community. In particular, the selected candidate will:
  - Act as a contact point with granting and donor entities.
  - Provide full assistance during the whole application and negotiation cycle.
    - Oversee eligibility criteria, budget compliance, and other requirements.
    - Prepare and submit proposals
    - Negotiate agreements until the final acceptance/signature.
- Draw up and maintain internal document databases related to grant applications.
- Update and maintain the new IRB Barcelona's funding opportunities repository.

#### EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

##### Must Have - Required

##### Experience:

- Minimum of 2 years' experience in research-related fields.



IRB BARCELONA endorses the Requirements and Principles of the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers*, and Open, Transparent, Merit-based recruitment promoted by the European Commission and follows Equal Opportunities policies.

On 9 December 2014, IRB Barcelona was awarded the "HR Excellence in Research" logo. This recognition reflects the commitment of the Institute to the continuous improvement of its human resources policies in line with the *Charter & Code*. The Institute works to ensure fair and transparent recruitment and appraisal procedures.

- Familiarity with the research competitive funding environment.

#### Qualifications:

- University degree, preferably on Life Sciences.

#### Languages:

- High command of Spanish and English, both written and spoken.

#### Technical Skills:

- Advanced user of the Microsoft Office package (especially Excel)
- Familiarity with Enterprise Resource Planning (ERP) systems, particularly SAP Business One (SBO)
- Proficient with web editing software.

#### Skills:

- Highly organized, flexible and reliable person with an eye for detail.
- Capacity to scrutinize sophisticated documents and to extract relevant information.
- Excellent interpersonal and communication skills.
- Ability to perform tasks both independently and as part of a team.
- Capacity to work under pressure and to juggle projects under tight deadlines.
- High initiative and willingness to adapt to flexible work schedule when needed.
- Literacy in biomedical research.

#### Desirable

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- Previous experience in working in competitive funding teams in research institutions/universities
- Fluency in Catalan

#### WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Permanent Contract linked to the project “Preparación y Gestión de Proyectos Europeos y Facilitar la Atracción de Talento Internacional en Instituciones de I+D”. Employed in compliance with Spanish legislation and regulations under a full-time contract. Employees receive the benefits of the Spanish Social Security system covering sickness, maternity/paternity leave and injuries at work.
- **Estimated annual gross salary:** Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution and become a member of our administration team
- **Benefits:** Continuous training in a high-quality environment with unique professional career opportunities.

## HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include a **full CV & Motivation Letter** and should apply on <https://recruitment.irbbarcelona.org/>, Reference: AD/24/03

- **Deadline for applications: 27/05/2024**  
If no suitable candidate is found, the deadline will be extended.
- **Number of positions available: 1**
- **Selection process:**
  - **Pre-selection:** Will be based on CV, motivation letter, experience, management of research and innovation.
  - **Interviews:** Short-listed candidates will be interviewed.
  - **Job Offer:** Will be sent to the successful candidate after the interview.

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For more information please visit our website at: [www.irbbarcelona.org](http://www.irbbarcelona.org)

*Note: The strengths and weaknesses of the applications will be provided upon request.*

*If you, as an applicant, have any suggestion or wish to make a complaint regarding the selection process, please contact us at the following email address: [irbrecruitment.suggestions@irbbarcelona.org](mailto:irbrecruitment.suggestions@irbbarcelona.org). You will receive a response within a month.*