

JOB OPENING AT IRB BARCELONA

Public Procurement Coordinator (ref. AD/24/04)

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 25 laboratories and seven core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 400 members and 30 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 is seeking a **Public Procurement Coordinator** to supervise and coordinate the preparation and follow-up of all administrative documentation of the IRB Barcelona tender procedures as contracting authority, according to the Spanish Public Sector Contracts Law. The successful candidate will join the **Legal Department** of IRB Barcelona. Reporting to the Head of Legal Services, he/she will be expected to supervise and coordinate the Public Procurement team.

DUTIES

Supervision and coordination of the overall tasks of the Public Procurement team, which include:

- Preparation and follow-up of all administrative documentation of the tender procedures, including the drafting of the Specific Administrative Terms and Conditions and other necessary documentation.
- Publication of the documentation on the corresponding platform, both at national and European level (Contractor Profile, Platform of the Public Registry of Contracts of the Generalitat de Catalunya, DOUE).
- Advice to the different internal departments on the preparation of the necessary documentation for the tender procedures.
- Coordination with the purchasing department in relation to the tender procedures.
- Support to the tenderers.
- Monitoring and execution of the annual tender procedures plan.
- Control of budgetary aspects of the tender procedures.
- Preparation of reports related to tenders required by auditors, Board of Trustees, contracting platform, justification of projects, etc.
- File and custody of the documentation related to the tender procedures.
- Other tasks derived from the procurements.



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.

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:** Minimum of 5 years in public procurements.
- **Knowledge:** Bachelor's degree in Law, with specific training in public procurements and extensive knowledge of the Spanish procurements regulations, especially the Law 9/2017 on Public Sector Contracts.
- **Skills:** Good command of the Public Procurement Service Platform of the Generalitat de Catalunya (PSCP), the Electronic Envelope tool (Sobre Digital) of the PSCP and the Platform of the Public Registry of Contracts of the Generalitat de Catalunya. Microsoft Office. Excellent writing and verbal communications skills in Spanish & Catalan. Good knowledge of English. Ability to work completely autonomously, efficiently, prioritize workflow and can-do attitude. Team player. Strong communication and interpersonal skills.

Desirable

- **Experience:** Ideally working experience in a research institution, supervising and coordinating small teams.
- **Knowledge:** Master degree/Postgraduate studies in administrative law.
- **Skills:** Efficient problem solver and practical view of the topics.

WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Permanent contract. 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. 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.
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **CV and motivation letter** and should apply on <https://recruitment.irbbarcelona.org/>, Reference: **AD/24/04**

- **Deadline for applications:** 27/05/2024
If no suitable candidate is found, the deadline will be extended.
- **Number of positions available:** 1



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- **Selection process based on merits:**
 - **Pre-selection:** Will be based on CV, motivation letter, experience.
 - **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

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. You will receive a response within a month.