

## **JOB DESCRIPTION TEMPLATE: (Euraxess labels)**

**Title (include department or project): Project Assistant to support activities of the Severo Ochoa grant**

**Location : Barcelona**

**Reports to : Dr Joana Porcel and Dr Giulia Pollarolo**

**Send applications to: Giulia Pollarolo**

**Publish on (optional):**

Publications sites: usual channels (SOMMa etc)

### **Description:**

The Barcelona Institute for Global Health (ISGlobal) is a cutting-edge institute addressing global public health challenges through research, translation into policy and education. ISGlobal has a broad portfolio in communicable and non-communicable diseases including environmental and climate determinants, and applies a multidisciplinary scientific approach ranging from the molecular to the population level. Research is organized in the following main areas: Climate, Air Pollution, Nature and Urban Health; Environment and Health over the Lifecourse; Global Viral and Bacterial Infections; Malaria and Neglected Parasitic Diseases; Maternal, Child and Reproductive Health. ISGlobal is accredited with the Severo Ochoa Centre of Excellence distinction (received the first accreditation in 2019 and renewed it in 2024), a seal of excellence of the Spanish Science Ministry.

### **What We Are Looking for:**

In the context of the Severo Ochoa Centre of Excellence Programme, ISGlobal is seeking a motivated Project Assistant to support the organization of different activities that are part of the Severo Ochoa Program and other related activities linked with the institutional strategy, such as internationalisation, support to researchers' career, core facilities dynamisation.

The project assistant will be integrated at the Projects Unit and will work closely with Dr Giulia Pollarolo, coordinator of the Severo Ochoa Programme.

This position will be supported by funding from the “Centro de Excelencia Severo Ochoa 2024-2028” Program (CEX 2023-0001290-S) from the Spanish Ministry of Science and Innovation, and the Spanish Research State Agency (MCIN/AEI/10.13039/501100011033).

**Field research: (please, highlight the fields that define the position)**

- Project Management
- Global health
- Management of Training Activities
- Organization of Webinars/Workshops
- Biological sciences
- Environmental science

**Tags (general keywords):**

#project management, #global health

**Training and experience /Qualifications:**

- Degree (Master level) in Biomedical Sciences, Public Health, or related fields.
- Full professional proficiency in English. Knowledge of Spanish and Catalan.
- Experience in scientific project management
- Willingness to work in an interdisciplinary team within a highly collaborative research institute

**Specific Requirements:**

NA

**Key Responsibilities:**

The Project Assistant will give support in the organization of different activities that are developed within the Project Unit in the framework of the institutional Severo Ochoa Program, to ensure the Program is successfully implemented and to work towards its

renewal.

### **Specific Duties:**

Key activities that will be supported by the Project Assistant in the framework of the institutional Severo Ochoa Program are:

- organization of international schools and other short courses on different global health topics, organized in both online, F2F, and blended format
- dynamization of ISGlobal core facilities and internal scientific services
- management of the recruitment process of new personnel linked to the Severo Ochoa Program
- organization of Severo Ochoa annual workshops/webinars
- preparation of material to disseminate Severo Ochoa achievements (through the program webpage, ad-hoc newsletters...)
- follow up on the project indicators, ensuring they are timely collected
- other activities linked with the Project Unit

### **Auxiliary task**

This job description reflects the present requirements of the **post but may evolve** at any time in the future as duties and responsibilities change and/or develop providing there is appropriate consultation with the post-holder.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the **individual professional assessment process**.

### **Skills (HR proposes for PhD student, serve as a reference)**

- Management capabilities,
- Communication,
- Teamwork,
- Commitment,
- Proactivity,
- Autonomy,
- Ability to multitask and prioritize,

- Critical and Analytical thinking
- Flexibility

The post holder will adhere to ISGlobal principles contained in **People management policy, including Equity, diversity and health safety**. The post holder will respect, and accountable to ensure ISGlobal policies and procedures.

**Language level:**

Full professional proficiency in English. Knowledge of Spanish and Catalan.

**Conditions:**

Duration: **3/4 years**

Starting date: **as soon as possible**

Contract: **Full Time**

Salary Range: the salary will be according to ISGlobal salaries scale and candidate's experience.

*During the crisis caused by COVID19, standard working conditions will be adapted to sanitary requirements.*

**Selection Process:**

The selection process is designed in two phases:

- 1- Interview phase of a technical nature, with the team that requires the incorporation. To assess the person's skills and CV.
- 2 - Meeting with HR with the finalist(s) to finish assessing the profile and discuss contractual and institutional issues.

If needed, any technical test could be passed. A Psychological Competency Evaluation Test will be required for the structural or transversal positions.

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

### **How to apply:**

Applicants must fill in the [request form](#), attaching the CV and a Cover Letter. Each attached document must be named with the candidate name and surname.

The receipt of applications will be open until a candidate is selected.

**Only the applications submitted through the request form will be considered.**

**Only shortlisted candidates will be contacted.**

Diverse candidacies are welcome, that includes: gender, race, ethnicity, religion, age, sexual orientation, physical abilities, and political views.

Please contact [research.management@isglobal.org](mailto:research.management@isglobal.org) for questions about this position.

In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, gender, marital status, race, ethnicity, functional diversity, political leanings, religion, sexual orientation, gender identity or gender expression.

ISGlobal supports the initiative [#ScienceforUkraine](#). Therefore, to sustain Ukraine's presence in the European Research Area and international scholarly community, candidates from Ukraine on all levels of scholarly career are welcome: students, PhD candidates, early career researchers and senior scholars.

We confirm our commitment towards the value of the diversity of our staff and student population and seek to promote peace, equity, diversity and inclusion as essential elements in contribution to improving health worldwide.

To be completed by HR:

-Female candidatures:

-Nationalities:

-Interviewers Panel:

-Recruitment time: