



## JOB OPENING AT IRB BARCELONA

# Public Procurement Officer

## Job Opening ID: AD/24/08

### Your Role & Our Team

IRB Barcelona is seeking a Public Procurement Officer for 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. He/She will be expected to work independently and as a part of a small team.

This position is a temporary position to cover a maternity leave, expected to last a period of 6 months.

### Key responsibilities

- 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.
- File and custody of the documentation related to the tender procedures.
- Other tasks derived from the procurements.

### You have

- **Experience:** Minimum of 3 years in public procurements.
- **Knowledge:** Bachelor's degree in Law, ADE, Economics or equivalent, with specific training in public procurements and extensive knowledge of the Spanish procurements regulations, especially the Law 9/2017 on Public Sector Contracts.

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- **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 independently and as part of a small team.

### You might also have

- **Experience:** Ideally working experience in a research institution.
- **Knowledge:** Master degree/Postgraduate studies in administrative law.
- **Skills:** Efficient problem solver.

### What we offer:

**To be a part a part of something meaningful:** We are a biomedical research centre that tirelessly works to achieve a society free of diseases. Our mission is to carry out research of excellence to cure cancer and other diseases linked to ageing.

**Good Working conditions:** Temporary Contract to cover a maternity leave, expected to last a period of 6 months. 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.

**International Environment:** we are home to nearly 500 researchers, technical and support staff from 45 countries.

**Multidisciplinary Research:** Research of excellence at the unique interface between biology, chemistry, and structural and computational biology.

**Continuous Training:** Transversal and general training is offered to our community (examples include research seminars, conferences, training in time management, scientific integrity, gender equality, health and safety, languages courses and emotional wellbeing).

**Relocation & Visa Assistance:** Trained staff provides support on visa paperwork, administrative requirements, and practical information on living and working in Barcelona, etc.

**Social Life:** We like to have fun. We promote several activities, like a Football League, an annual skiing trip, a Mountaineering Club, a Running Club and "Cool-off sessions", where members meet informally for drinks, snacks and scientific discussions.

**Fairness:** Our recruitment is open, transparent and merit-based, and all applicants compete on the same terms. IRB Barcelona is an Equal Opportunity Employer and all qualified applicants are considered for employment without regard to race, colour, religion, age, sex, sexual orientation, gender identity, nationality or ethnic origin. IRB Barcelona is also committed to providing reasonable accommodation to individuals with disabilities. Applicants with special needs who require reasonable accommodation for any part of the application or hiring process can contact the IRB Barcelona recruitment team at [hr@irbbarcelona.org](mailto:hr@irbbarcelona.org).

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## How to Apply

Applications should include a **Full CV and Motivation letter** and should be submitted through our website <https://recruitment.irbbarcelona.org/> at the job opening with the Reference: **AD/24/08**

- **Deadline for applications: 01/11/2024**  
The deadline can be extended.
- **Number of positions available: 1**

## Selection Process

- **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.

## About us, the institute

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona, a Severo Ochoa Centre of Excellence since the first call in 2011, has received the accreditation four consecutive times.

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 seven core facilities address basic questions in biology and are oriented towards diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 500 members from 45 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).



Barcelona Institute of  
Science and Technology



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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.

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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.

Please check our [Recruitment Policy](#).

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

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