

Ref. Conv-FU-111/2020

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## 1. POSITION OFFERED

1.1. A job is being opened to cover **1 Position of Project Manager** to support **FUNDACIÓ CLÍNICA PER A LA RECERCA BIOMÈDICA (FCRB)** at the research project “*DEEP SEAS: Developing and Extending Evidence and Practice from the Standard European Alcohol Survey*” Grant Agreement Number: 20177113, funded by EUROPEAN COMMISSION. With temporary part time contract in the following professional category:

### Required qualifications and skills:

- ✓ **Required Degree:** Graduate Degree preferably with focus on Health, Social or Political Sciences.
- ✓ **Specialty:** Master Degree is considered as an added value.
- ✓ **Experience:**
  - Excellent scientific literature searches, reviewing and summary skills in English.
  - Excellent technical writing, editing and communication skills in English.
  - Proven capacity in note-taking and meeting minutes.
  - Working knowledge of Spanish and preferably also Catalan.
  - Thorough knowledge of the Microsoft Office package (Word, Excel and PowerPoint).
  - Experience in event logistics tasks and coordinating deadlines.
  - Experience and willingness to work in a multicultural team.
  - Good interpersonal and team-working skills.
  - Autonomous, dynamic person with initiative, and adaptable to different technical, communications and (occasionally) administrative tasks.
  - Flexibility and willingness to adjust effort and availability according to the needs of the projects.
  - Preferable: experience in the alcohol, drug policy or public health research fields.
  - Preferable: experience of working with internet and electronic communication resources (website content management, online social media and networking tools).
- ✓ **Languages:** English and Spanish. Catalan desirable.

### Job description / Tasks to be developed:

- ✓ To assist with project technical reporting (reports and deliverables).
- ✓ To assist with the development (drafting and revision) of technical documents – policy briefs, study protocols.
- ✓ To provide technical support and practical support, as needed, at project meetings or workshops (background documents, rapporteur work, presentations, coordination).
- ✓ To contribute to the writing of project-related communication and dissemination documents (e-mails, newsletter, briefs, press items, publicity).
- ✓ Administrative and logistical tasks related to the projects.
- ✓ Organization of events related to projects, including PR tasks during the events.
- ✓ Formal correspondence and contact with project partners.

\*Working hours: part-time 50% to 75%, MON to FRI; should be flexible on dates of project-related events (meetings, conferences, etc.) scheduled well in advance.

### Presentation of applications:

**All documents must include the reference code of the job offer (see upper left corner of the call)**

Candidates must enclose a motivation letter and their Curriculum Vitae (including your contact details).

Proof of the merits exposed and the degree obtained must also be included in the application.

The authorization request for personal data must be signed and attached -European Regulation (UE) 2016/679- (see page 3).

**Place of submission:** (clearly indicating the reference code of the job offer)

1. Delivering it personally to the Dept. of Human Resources, located on the Esther Koplowitz Centre, C/ Rosselló 149, from 10 am to 1 pm from Monday to Friday.
2. By e-mail to the e-mail address: [rrhh.fundacio@clinic.cat](mailto:rrhh.fundacio@clinic.cat)

**Application Deadline:** 18/10/2020

**1.2.** The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.


The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2 51/2003 of equality of opportunities; 5% of the vacancies are preserved when candidates' pass the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces.

**1.3.** Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

**1.4.** In accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (hereinafter the "Regulation"), we hereby inform you that:

- The party responsible for processing your data is the *Fundació Clínic per a la Recerca Biomèdica* (hereinafter "FCRB"), with Corporate ID No. G59319681, and registered address in Barcelona, Carrer Rosselló 149-153. You may contact the Data Protection Manager by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat) or by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona.
- When presenting your candidacy or sending us your CV, your data must be communicated with the aim and purpose of allowing employees at the entity to carry out management and selection processes.
- The information will be used by administrative and employee services in our entity, for their corresponding services, and may be submitted in full or in part to any authorities that, for legal reasons, require this type of information.
- The data provided will be held for a period of 1 year, and in addition once the relationship has been completed the data will be held for the period necessary to comply with legal provisions.
- The data provided may be transferred to a third country or international organisation, where necessary to justify the contract and/or salary of the employee providing the data.
- You have the right to access your data, request rectification of inaccurate data or request the removal of your data. Equally, you have the right to restrict the processing of your data, and you may oppose or withdraw consent for your data to be used in certain circumstances. You may exercise these rights by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona, or by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat). We also inform you of your right to file a complaint with the Catalan Data Protection Authority (*Autoritat Catalana de Protecció de Dades*) for any action taken by FCRB that you believe infringes your rights.



Barcelona a 09/10/2020  
Marta Fernández Cufí  
Human Resources Manager

**I Authorize at:**

**FUNDACIO CLINIC PER A LA RECERCA BIOMÈDICA (FCRB)** to treat my personal data for the personnel selection procedure, which will cede it only in these legally enforceable cases, in accordance with the provisions of European Regulation (UE) 2016/679, and corresponding regulations that develop it.

Name:  
Signed:

Barcelona,