



Nº REF.: FU-46/2024

POSITIONS OFFERED:

Project Manager (2 positions) to contribute to research initiatives at the **Fundació de Recerca Clínic Barcelona – Institut d'Investigacions Biomèdiques August Pi i Sunyer (FRCB-IDIBAPS)** within the European and International Post-award Unit for a scientific-technician activity and with an indefinite scientific-technician activity contract.

Extension of the application deadline:

The period to apply to this position has been extended until: **March 24th, 2024.**

Barcelona, March 07th, 2024

CONV. FU-46/2024

1. POSITION OFFERED

1.1. We are currently offering an opportunity for the role of **Project Manager (2 positions)** to contribute to research initiatives at the **Fundació de Recerca Clínic Barcelona – Institut d'Investigacions Biomèdiques August Pi i Sunyer (FRCB-IDIBAPS)** within the European and International Post-award Unit for a scientific-technician activity and with an indefinite scientific-technician activity contract, in the following requirements:

- **Professional Development:**

Join an environment of scientific and management excellence, offering professional development opportunities. Embrace the flexibility of hybrid telecommuting and adaptable working hours. Successful candidates will work under the direct supervision of the Post-award Unit.

At our institution, we are committed to your professional growth. As a Project Manager, you will have the chance to advance your career by actively participating in diverse and challenging projects. We encourage continuous learning and skill enhancement, providing a supportive atmosphere for career development.

This role offers opportunities for career progression within the organization. As you contribute to the successful post-award management of projects, you will have the chance to take on increased responsibilities, leadership roles, and shape your career trajectory within our dynamic research environment.

- Within the "Immunogenètica en la resposta autoinflamatòria" research line. To participate in the research project "LA CAIXA- CP043559-IMMUNOGENETICA EN LA RESPOSTA AUTOINFLAMATORIA"
- And within the research lines: *ADDICCIONS. Predisposició genètica al càncer gastrointestinal. Biopatologia i tractament de les arritmies cardíagues. Recerca en infermeria. Microambient en la patogènesi i teràpia del limfoma. Limfoma Neoplasmes*".

Required qualifications and skills:

- **Required Education Level:** Bachelor's degree in business administration and management Economics, or a related field.
- Training in EU project management will be considered an asset.
- **Experience Required:**
 - ✓ At least 2 years of proven experience in project management within the competitive funding landscape, particularly with the European Commission.
 - ✓ Prior experience in the biomedical and life sciences sector will be highly regarded.
 - ✓ Extensive knowledge of European program research regulations (Horizon Europe, Horizon 2020 and others) and other relevant funding programs.
- **Skills:**
 - ✓ Ability to work in a team.
 - ✓ Organizational, planning and analytical skills.
 - ✓ Detail-oriented with a sense of responsibility, and eager-to-learn attitude.
 - ✓ Excellent written and oral communication skills.
 - ✓ Strong organizational and multitasking abilities with a focus on meeting deadlines.
 - ✓ Demonstrated autonomy and the ability to manage multiple projects simultaneously.
- **Knowledge:**
 - ✓ High level of spoken and written English (minimum B2 level).

- ✓ Proficient in computing, especially Excel.
- ✓ Specific knowledge of funding programs from other international funders is a plus.

Job description / Tasks to be developed:

- ✓ Manage a diverse portfolio of European and international projects.
- ✓ Control eligible costs, handle execution extensions, and prepare justification reports.
- ✓ Effectively communicate with principal investigators, consortium partners, and funding institutions/agencies.
- ✓ Supervise the relationship with auditors and proactively oversee the audit process.
- ✓ Act as an intermediary between the institution, the funder, research staff, coordinators, and management units for continuous grant monitoring.
- ✓ Ensure strict compliance with funding regulations and policies throughout the project lifecycle.
- ✓ Conduct financial forecasting and analysis to anticipate challenges and optimize fund utilization.
- ✓ Proactively identify and address potential risks in project execution, implementing effective mitigation strategies.
- ✓ Prepare and submit comprehensive reports to funding agencies, detailing project progress, financial utilization, and milestones.
- ✓ Oversee subrecipient activities, ensuring alignment with project goals and compliance with regulations.
- ✓ Implement quality assurance measures to uphold the integrity of post-award documentation, reports, and financial justifications.

The Project Manager will play a crucial role in ensuring the successful post-award management of projects, contributing to the correct execution, financial efficiency, and overall project success.

We are seeking an empathetic and proactive individual with strong organizational, persevering, responsible, and rigorous qualities. Decision-making capacity, autonomy, customer-oriented work habits, and excellent interpersonal and conciliatory skills are essential for success in this role.

- **Working Conditions:**
 - Full-time permanent position (indefinite scientific-technician activity contract)
 - Expected start date: March 2024.
 - Salary will be commensurate with experience and qualifications.

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 list of publications).
- Proof of the merits exposed, and the degree obtained must also be included in the application.
- The application must include also signed authorization in reference to personal data protection law - European Regulation (UE) 2016/679- (Document attached, Page 5).

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: fcbrhh@recerca.clinic.cat

Application Deadline: 04/03/2024.

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 Fundació de Recerca Clínic Barcelona-Institut d'Investigacions Biomèdiques August Pi i Sunyer (hereinafter "FRCB-IDIBAPS"), with Corporate ID No. G-59319681, 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 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. 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 FRCB-IDIBAPS that you believe infringes your rights.
- Since 2015, IDIBAPS holds the "[HR Excellence in Research](#)" Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers ([Charter and Code](#)). Please check our [Recruitment Policy](#).

Barcelona, February 01th, 2024



I Authorize at:

Fundació de Recerca Clínic Barcelona-Institut d'Investigacions Biomèdiques August Pi i Sunyer 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:

DNI/NIE:

Signed:

Barcelona,