

# Fundació de Recerca Clínic Barcelona-Institut d'Investigacions Biomèdiques August Pi i Sunyer (FRCB-IDIBAPS)

## Project Manager (G3-Personal de Suport a la Recerca) (FU-263/2024)



**Fundació de Recerca Clínic Barcelona - Institut d'Investigacions Biomèdiques August Pi i Sunyer (IDIBAPS)** is a leading biomedical research center located at the Clínic Campus in Barcelona, known for its strong international presence. At IDIBAPS, you will join a vibrant research community of over 2,000 professionals and about 100 multidisciplinary groups conducting groundbreaking research. Each year, our teams publish more than 1,500 original articles, placing us at the forefront of biomedical research in Spain. We manage over 1,100 competitive projects, with more than 220 receiving international funding.



The Clínic Campus offers an exceptional environment for research and innovation, featuring the Hospital Clínic of Barcelona, a top-tier hospital dedicated to comprehensive healthcare, research, and education across almost all medical and surgical specialties. The campus also includes the Faculty of Medicine and Health Sciences of the University of Barcelona, established in 1843, and recognized as one of the most prestigious health faculties in Spain and globally.

HR EXCELLENCE IN RESEARCH

IDIBAPS has been accredited with the [HR Excellence in Research](#) by the European Commission since 2015, renewing commitments and actions to advance the alignment of our human resources policies with the 40 principles of the Charter and Code, based on a personalised action plan/HR strategy.



At IDIBAPS, nearly 100 clinical research groups work closely with laboratory scientists to drive original, translational, and multidisciplinary research. Our collaborative approach aims to solve significant biological and clinical challenges that impact human health.

We are proud to have been accredited with the HR Excellence in Research by the European Commission since 2015. This accreditation reflects our commitment to aligning our human resources policies with the 40 principles of the Charter and Code, guided by a personalized HR strategy and action plan.

IDIBAPS is a CERCA center and accredited as a health research institute by the Instituto de Salud Carlos III (ISCIII).

**We are looking for a Project Manager to join:**

- **The “Identification of determinants of response to immunotherapy in HCC” research line.**
- **In the research project “Neoadjuvant-adjuvant immunotherapy to improve survival in hepatocellular carcinoma. ASPIRE”**
- **At the “Translational research in hepatic oncology” research group.**
- **Funded by FUNDACIÓN CIENTIFICA ASOCIACIÓN ESPAÑOLA CONTRA EL CANCER.**
- **Grant agreement number: RETOS245779LLOV**

### Job Description

- **Responsibilities**
  - Manage a Coordinated National Project funded by AECC within the "Translational Research in Hepatic Oncology" group.
  - Control eligible costs, manage execution extensions, and prepare detailed justification reports.
  - Communicate effectively with principal investigators, consortium partners, and funding institutions/agencies to ensure seamless project progression.
  - Supervise relationships with auditors, proactively overseeing the audit process to ensure accuracy and compliance.
  - Act as the primary liaison between the institution, funders, research staff, coordinators, and management units for continuous grant monitoring.
  - Ensure strict adherence to funding regulations and policies throughout the entire project lifecycle.
  - Conduct financial forecasting and analysis to anticipate challenges and optimize the utilization of funds.
  - Proactively identify and mitigate potential risks in project execution through effective strategies and solutions.
  - Prepare and submit comprehensive progress reports to funding agencies, detailing project milestones, financial utilization, and overall progress.
  - Oversee the activities of subrecipients, ensuring their alignment with project goals and compliance with relevant regulations.
  - Implement quality assurance measures to maintain the integrity of all post-award documentation, reports, and financial justifications.

- **Required Education Level:** Bachelor's degree in business administration, Life Sciences or a related field
- **Master/PhD:** Training in EU and National project management will be considered an asset
- **Experience**
  - At least 3 years of proven experience in project management within the competitive funding landscape, (e.g.: European Commission, AECC, AEI, ISCIII...)
  - Extensive knowledge of European and National programs research regulations (Horizon Europe, AECC, AEI, ISCIII...) and other relevant funding programs.
  - Strong organizational and multitasking abilities with a focus on meeting deadlines.
  - Demonstrated autonomy and the ability to manage multiple projects simultaneously.
- **Knowledge**
  - Advanced level of spoken and written English (minimum C1 level), Spanish and Catalan.
- **What we offer**
  - **Contract:** Indefinite scientific-technical contract.
  - **Workday:** Full time (37,5 hs/week).
  - **Continuous training provided by the company.**
  - **Working conditions:** 22 vacation days + 6 personal days, 16 available hours, flexible schedule, and flexible remuneration program (medical insurance, transportation, meal vouchers, etc.).
  - **Be part of a dynamic work environment:** we are a team with proven experience, a good working atmosphere, and we collectively value ideas and strategies, and prioritises work-life balance life.

- **Application Submission**

All applications must include the reference code of the job offer (located in the upper left corner of this call).

- ✓ **Candidates are required to:**

- Enclose a motivation letter and their Curriculum Vitae (including contact details).
- Include proof of the merits stated and the degree obtained.
- Sign and attach the authorization request for personal data - European Regulation (UE) 2016/679 (see page 5).

- ✓ **Place of submission:**

*(clearly indicating the reference code of the job offer at the upper left corner of this call)*

1. By email to the address: [fcbrrhh@recerca.clinic.cat](mailto:fcbrrhh@recerca.clinic.cat)

- ✓ **Application Deadline: 08/18/2024**

**1.1.** 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' pas 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.

**1.2.** Link to [Regulation \(EU\) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data](#).

Barcelona, July 16<sup>th</sup>, 2024

## Authorization Request

### I AUTHORIZE:

**Fundació de Recerca Clínic Barcelona – Institut d'Investigacions Biomèdiques August Pi i Sunyer (IDIBAPS)** to process my data for personnel selection purposes. This data will only be transferred in cases where legally required, in accordance with Regulation (EU) 2016/679 and its corresponding implementing regulations.

Name and Surname:

DNI / NIE:

Signed:

**Barcelona,**