

Project Manager (G3) at the Pathogenesis of autoimmune neuronal disorders group.

Code: FU-126/2025

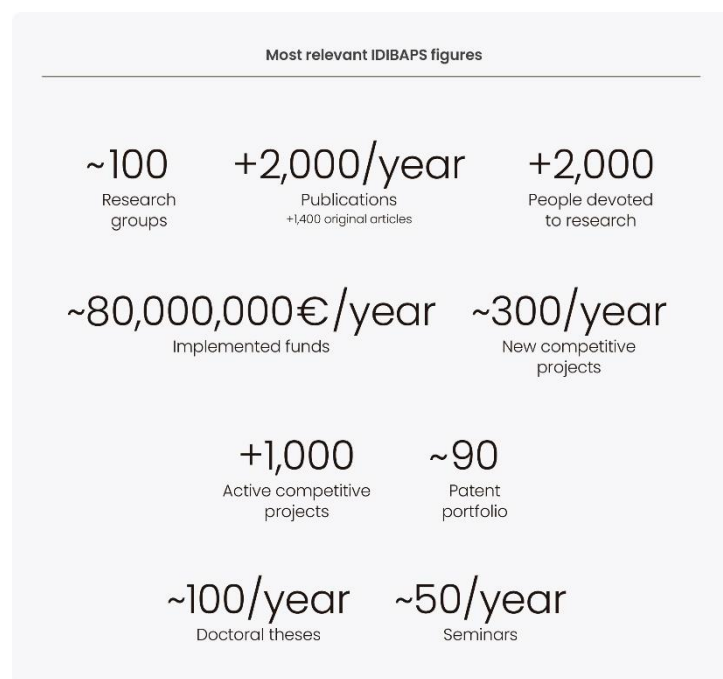
About the institution

The Barcelona Clinical Research Foundation-August Pi i Sunyer Biomedical Research Institute (IDIBAPS) is a biomedical research centre of excellence, located on the Barcelona Clinic Campus and with a clear international focus.

The IDIBAPS research community includes over 2,000 professionals and a hundred multidisciplinary groups that carry out high-impact translational research aimed at addressing biological and clinical questions relevant to human health, as evidenced by the more than 1,500 original articles published each year that make the institution one of the main biomedical research centres in Spain.

The Clínic Campus offers a high-level research and innovation environment, which includes the Hospital Clínic of Barcelona, a referral hospital committed to care, research and teaching, which covers practically all medical and surgical specialities, plus the University of Barcelona's Faculty of Medicine and Health Sciences. The latter dates from 1843 and is today one of the most prestigious health sciences faculties in Spain and worldwide.

Since 2015, IDIBAPS has had [HR Excellence in Research](#) accreditation from the European Commission. It is a CERCA centre and is accredited as a Health Research Institute by the Carlos III Health Institute (ISCIII).



UNIÓN EUROPEA

Job description

- The selected candidate will be the project manager of the below-mentioned project, which is a MSCA-Doctoral Network coordinated by IDIBAPS, and will play a key role in the coordination with internal and external stakeholders through the project life cycle, ensuring also constant communication with the principal investigator coordinating the project, consortium partners and the European Commission.
- Support in the preparation and drafting of manuscripts
- Preparation of the agreements in coordination with the pre-award office.
- Monitoring of financial, legal, and administrative issues.
- Identification of networks, actions and initiatives that could represent a strategic opportunity for both the institution and the Principal Investigator.
- Monitoring the work plan, attendance and organization of meetings and dissemination of projects.
- Budget planning, monitoring and financial justification of the project.
- High involvement in the elaboration of the scientific-technical justifications of the European project.
- Control eligible costs, execution extensions, justification reports, financial reports and maintain a direct relationship with the project monitoring team.
- Control of the relationship with the auditors and monitoring of the audit process.
- Act as a permanent interlocutor between the institution, the funder, research staff, coordinators, management units, etc. for monitoring the needs that arise during the life of the grant: reallocation of resources, changes in research team, requests for extensions, etc.

Required qualifications

- Master's degree or PhD degree.
- Specialty: Neuroscience.

Experience and knowledge

- Trainings on EU project management will be valued.
- Desirable at least 2 years of proven experience in project management of the competitive funding ecosystem, especially the European Commission.
- Knowledge of the regulations of European Commission funding programs.
- Ability to organize and manage time, ability to multi-task, prioritize tasks to meet deadlines.
- Demonstrated ability to manage several projects in parallel.
- Experience in scientific writing and in other initiatives to involve the scientific community in international projects will be valued.
- Experience in negotiating contracts and financial control expenditure will be valued
- Experience of large meeting/event organization.

Other skills:

- Motivation to lead training activities and to promote team building among consortium members
- An empathetic, organized, persevering, responsible and rigorous person is required for this job.
- Decision-making capacity and autonomy.
- Accustomed to working customer oriented.
- High interpersonal and conciliatory skills to find solutions continuously and proactively, with a high degree of involvement with the research group and the institution to obtain the expected results.
- The candidate should be able to work under pressure, be creative and maintain good team dynamics.
- High level of spoken and written English (at least B2 level).

IDIBAPS offers

- **Type of contract:** Indefinite contract for scientific-technical activities.
- **Working hours:** Full time (37.5 hours / week).
- **Line of research: Syndromes and mechanisms of paraneoplastic and autoimmune encephalitis**
- **Project:** IGNITION: Anti-IgLON5 disease: From Neuroinflammation to Neurodegeneration
- **Funder and official project code:** EUROPEAN COMMISSION - 101227384
- **Incorporation into IDIBAPS:** A research centre of excellence in the city of Barcelona. Excellent research results and competitive project grant awards, both national and international.
- Long-life training offered by the institute.
- **Working conditions:** Holiday entitlement of 22 days + 6 days for personal affairs, flexible working hours and flexible remuneration (health insurance, transport, meal vouchers, training).
- **The chance to form part of a dynamic work environment:** We are a team with a wealth of experience that jointly evaluates ideas and strategies and promotes a healthy work-life balance.

Applications

- **Presentation letter:** explicitly mentioning the call reference and explaining the candidate's personal reasons for applying.
- **Curriculum Vitae:** including a list of publications, where applicable.
- **Documentation accrediting** the credentials set out and the required qualifications.
- **Obligatory:** the duly signed Authorisation relating to EU Regulation 2016/679 on the protection of personal data (*attached document, page 5*) must be attached to the application.

Submission and deadline

- Candidates shall submit their applications, indicating the call reference for the position for which they are applying, by email to the address: FCRBRRHH@recerca.clinic.cat
- Deadline: From the publication of this call until 05/13/2025

The employment contract will be in accordance with the provisions of Legislative Decree 1/1995, of 24 March, approving the text of the Workers' Statute Law, of Law 14/2011, of 1 June, on science, technology and innovation in accordance with the provisions of Art. 2 of Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), Law 12/2001, of 9 July (BOE of 10 July) and concordant provisions.

The principle of equal treatment between men and women fundamental, in accordance with Article 14 of the Spanish Constitution, the European Community Directive of 9 February 1976, and the provisions of the Agreement of the Council of Ministers of 4 March 2005, approving the Plan for Gender Equality in the General State Administration.

The universal accessibility of people with disabilities is fundamental according to section 2 of Article 1 of Law 51/2003, of 2 December, on equal opportunities, and 5% of vacancies are reserved as long as candidates pass the selection processes and accredit their disability and compatibility with the tasks to be carried out, so that we progressively reach 2% of the total workforce.

The gross annual remuneration relating to the position that is the subject of this call will be established based on each candidate's experience and aptitudes.

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

Barcelona, on April 29th, 2025

Authorisation request

I hereby authorise:

The **FUNDACIÓ DE RECERCA CLÍNIC BARCELONA – INSTITUT D'INVESTIGACIONS BIOMÈDIQUES AUGUST PI I SUNYER (IDIBAPS)**, to process my data for personnel recruitment purposes, transferring them only in cases where legally required, in line with the provisions of Regulation (EU) 2016/679, and the corresponding regulations that develop it.

Name and Surname:

DNI/NIE/ID:

Signed:

Barcelona,