

Administrative at the Academic Coordination office.

Code: FU-176/2025

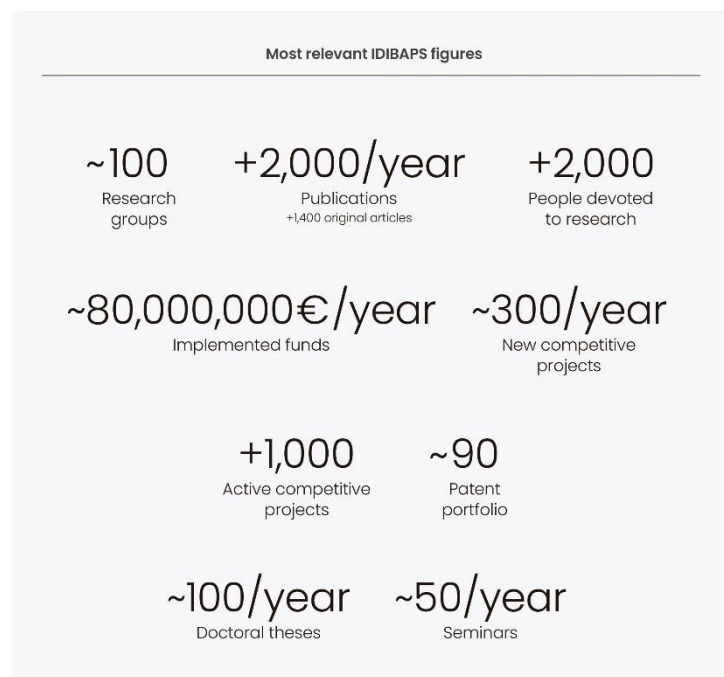
About the institution

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 specialties, 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).



Job description

The new member of the Academic Coordination Office will:

- Carry out administrative tasks for the department: meeting organization, financial management, activity planning, data collection, document archiving, among others.
- Support the predoctoral and postdoctoral research talent programs, mostly international, aimed at attracting outstanding worldwide researchers: dissemination and organization of calls as well as candidates' support.
- Organization of events for predoctoral and postdoctoral researchers such as. PhD Welcome Days, PhD Day and Postdoc Welcome Sessions.
- Organization and monitoring of other activities from the office. For example, those related to the Stepping-stone training programs or Toolbox seminars.
- Preparation of reports, resources or communications from the ongoing initiatives.

Required qualifications

- Administrative training, with a minimum of Intermediate Vocational Training (e.g., FP, CFGM, or an equivalent qualification).
- Specialization/master's degree: Additional training related to the tasks to be performed will be valued.

Experience and knowledge

- At least 1 year of experience in various administrative functions
- Good written and oral communication skills.
- Good planning and organizational skills.
- Good IT skills

Desirable:

- Having worked/studied/lived in an international and/or multicultural environment.
- Experience in administrative tasks related to human resources, such as recruitment calls.
- Proven ability to independently organize and/or lead meetings.
- Experience organizing activities and events.
- Experience in customer service or researcher support.
- Demonstrable ability to prepare reports.
- Participation in the establishment and execution of internal processes.
- Knowledge of the research system and/or research career.
- Catalan and/or Spanish.
- English (minimum C1 level or demonstrated by international exposure in an English-speaking country or others).
- Ability to work independently and as part of a team.

- Ability to handle multiple tasks simultaneously.
- Attention to detail.

IDIBAPS offers

- **Type of contract:** Indefinite contract for scientific-technical activities.
- **Working hours:** Full time (37.5 hours / week).
- **Scientific technic activity:** Support to predoctoral and postdoctoral researchers.
- **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 mode:** Hybrid. Teleworking 2/3 days a week (allowed after a period of onsite training).
- **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.

Salary:

23.400,00€ - 26.400,00€ Annual gross salary.

Salary commensurate with experience and qualifications

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 June 26th, 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 June 05th, 2025

Authorisation request

I hereby authorise:

The **FUNDACIÓ DE RECERCA CLÍNICA 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,