



Gestor/a of European Projects - Project Development Unit (UDP)

Code: FU-ES-21/2025

About the institution

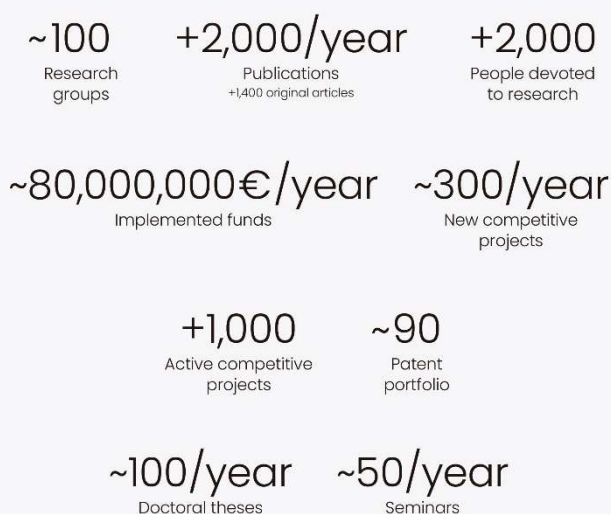
The Barcelona Clinical Research Foundation-August Pi i Sunyer Biomedical Research Institute (IDIBAPS) is a biomedical research centre of excellence, located on the Barcelona Clinic Campus and with a clear international focus.

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).

Most relevant IDIBAPS figures



Job description

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.
- Manage coordinated projects and assist the PI in the coordination of such projects (liaising with partners, ensuring proper budget execution, supporting Consortium meetings).
- Act as a constant liaison 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 compliance, financial efficiency, and overall project success.

Required qualifications

- Bachelor's degree in business administration and management, Economics, or a related field.
- Training in EU project management will be considered an asset
- Catalan, Spanish and English minimum C1, Knowledge of other languages will be considered a plus.

Experience and knowledge

In addition to the required experience, it will be considered an asset to have at least 3 years of experience in a similar position or performing similar tasks, especially within a research institution.

- At least 4 years of proven experience in project management within the competitive funding with the European Commission.
- Extensive knowledge of European program research regulations (Horizon Europe,

Horizon 2020, EIT Health and others) 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 concurrently.
- Experience managing coordinated projects.
- More than 1 year of experience working with SAP.

IDIBAPS offers

- **Type of contract:** permanent contract with tax of reposition 2023
- **Working hours:** Full time (37.5 hours / week).
- **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.
- **Gross salary:** 36.000.-€

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 18th August 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 01/8/2025

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,