



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (**Charter & Code**).

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Project Manager

Gastroenterology research group

VHIR offers vacant one position for an experienced Project Manager integrated in the Gastroenterologist research group

JOB DESCRIPTION

Education and qualifications:

Required:

- University Degree in Social Science or Biomedical

Preferred:

- Master in Public Health
- Postgraduate in Project Management

Experience and knowledge:

Required:

- Proven experience in project management of EC funded programs – having already experience in project coordination is a plus.
- Excellent written and spoken communication skills in English.
- Fluent written and spoken communication skills in Spanish/Catalan.



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- Ability to negotiate, and to cooperate with international partners and clients.
 - Technical writing and oral presentation experience
 - Writing skills –Web and social media content development experience with writing helps since you will be creating content for the project
 - Communication and social media experience
 - Strong organisation skill
 - Able to perform in multi-cultural environments (sometimes under time pressure) and to deliver results in a demanding and fast-paced environment that requires meeting set deadlines.
 - Fresh thinking and innovation-friendly spirit.
 - Self-driven, responsible, and able to take ownership on projects and duties.
- Solid analytical thinking and problem-solving capability

Main responsibilities and duties

To support the principal investigators in the planning, management and coordination of the project portfolio. Includes monitoring of the work plan of projects, preparation of technical reports, organization of consortium meetings and preparing project presentations.

Management of one European coordinated projects with 19 project partners in health research field (gastroenterology and psychiatry department)

To ensure that projects will be carried out in accordance with the project plan (time, cost, scope and quality).

The area of responsibilities will include planning, steering and controlling activities, problem solution activities and corresponding administrative work. Contact point for both superior and subordinate units, thus playing a pivotal role in the management structure of the project. You will contribute to develop and manage community building,



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stakeholders' engagement, communication, media presence, and promotional messaging for the project through social media, project website, etc.

Your day-to-day responsibilities will include:

- Management and supervision of EC funded research and innovation project.
- Representing Discoverie project at consortium meetings, events, etc.
- Managing stakeholders' relationships and expectations.
- Assisting in the definition of project specifications, involving all relevant stakeholders / teams, and ensuring technical feasibility and resource availability.
- Ensuring the on-time and on-budget delivery of projects.
- Tracking progress through a solid project plan.
- Implementing quality control processes.
- Creating and maintaining comprehensive project documentation.
- Elaboration of deliverables for the innovation related activities of an R&D project.
- Organizing the project's EU reporting tasks (activities, management, financial/costs)

Labour conditions:

- Full-time position (40h/week), contract until end of the project (December 2024 with possible extension)
- Gross annual salary: 24.785,40 EUR
- Starting date: 01.01.2022



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Working Place: Vall de Hebron Research Institute, Barcelona, Spain (can be combined with remote work)

What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with reference project management to the following email addresses: eva.hajdok@vhir.org, seleccio@vhir.org, jheredia@vhebron.net, ana.maria.gonzalez@vhir.org, carmen.alonso@vhir.org, javier.santos@vhir.org