



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**).

**VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, religion, age, disability or race.**

## Project Manager Junior (Post-Award National Grants)

VHIR's Research Grants Office provides support to researchers throughout the lifecycle of competitive research projects to contribute to the leadership of HUVH and VHIR in biomedical research.

We encourage and support our researchers in the pursuit of competitive funding for research detecting opportunities and contributing to the development of quality proposals. Once the desired funding is achieved, we provide guidance on regulations compliance and manage granted projects for the best research outcomes.

We are currently looking for a person to join the team to provide technical support in the administration of Research Grants Office, specifically in Post-Award National calls. The Technician's main duty will be supporting the integral financial management of a limited number of VHIO funded projects managed by VHIR.

### JOB DESCRIPTION

#### Education and qualifications:

- University degree, in Health Sciences preferred.

#### Experience and knowledge:

- Minimum +1 years of work experience in a similar position (ISCIII, MINECO, PERIS, LMTV3 calls).
- Experience in the healthcare sector will be valued.
- Excellent written and oral communication in Catalan and Spanish.
- Well-organized, proactive, results oriented, professional with close attention to detail and with the ability to work under tight deadlines. Team player with excellent interpersonal skills.
- Good command of MS Office and other computer tools.

#### Main responsibilities and duties:

- Provide technical support during the execution of granted projects (regular monitoring of executed budgets and incomes to communicate deviations, preparation of economic justifications and audits, timesheet records and deliverable attainment monitoring, formal request for changes or amendments to grant agreements, project close-out).



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- Maintenance and update of the grant applications database for accurate activity reports.
- Organize and monitor paperwork and electronic documents related to research grants.
- Any other duties related to the job as requested to contribute to the general functioning of the Research Grants Office.

### Labour conditions:

- Full-time position (40h/week)
- Contract type: temporary contract (to replace sick leave)
- Gross annual salary: 21.687,22€ – 23.500€ (depending on experience and overall profile)
- Starting date: immediate

### 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 the reference “*Project Manager Junior National Post Award*” to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)