



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.

Biddings Project Manager

Biddings Unit

Manage all public procurement procedures, as well as the rest of the subcontracting of services, acquisition of expendable material, purchase of equipment, or other subtypes of purchases that are necessary to acquire through the research projects and clinical trials developed in the HUVH and VHIR.

JOB DESCRIPTION

Education and qualifications:

Required:

- University Education in social sciences, preferably in Law.
- Further training:
 - Specialist studies in Public Procurement Area.
 - Accounting Direction and Management Control.

Experience and knowledge:

Required:

- At least 1 year of experience performing tasks within Administrative Law.

Main responsibilities and duties:

- Support all those tasks in your area of action that are entrusted to you by your manager.
- Advise the research staff/management staff on any questions regarding public procurement.
- Manage and prepare the different processes within public procurement and the different types of procedures (tenders, direct award, adhesion, etc.).
- Make and prepare the documents (with the coordination of the Unit/Service that needs it) for the publication.
- Prepare the proposal, manage the request and process the award of the contract, with the approval of the contracting body competent in each procedure.



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- Draft and formalize contracts.
- Carry out the designated activities in accordance with the established procedures and, where appropriate, participate in their updating.
- Ensure that the activities are carried out in accordance with the requirements established in the Unit's quality system procedures, promote and implement continuous improvement in its scope of action.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: Immediate.
- Gross annual salary: 27.296,28 € (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Permanent

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.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Programme (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.



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How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “Biddings Project Manager” to the following email address: seleccio@vhir.org

Deadline to apply: 17-05-2023