



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.

Administrative

Infectious diseases group

Academic management of international health courses

JOB DESCRIPTION

Education and qualifications:

Required:

- Health Degree

Experience and knowledge:

Required:

- International Health Experience
- Experience in academic management of health trainings
- Catalan language: C1(or native)
- Spanish language: C1 (or native)
- English language: user knowledge

Main responsibilities and duties:

This person will work collaboratively with the coordinator of international health courses of PROSICs and the Master of International Health. The responsibilities are as follow:

- Schedule plan for online and face-to-face classes.
- Book appropriate rooms for classes.



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- Collect attendance list at face-to-face classes.
- Support to lecturers for online platform and for face-to-face classes.
- Collect Teacher/lecturers evaluations.
- Collect student opinions or feed-back to the course and send it to lecturers.
- Communication with students
- Organize internal meetings for the coordination of courses.
- Support to the coordinator for closing ceremony.

Labour conditions:

- Contract: temporary for 12 months.
- Part Time: 5 hours per week.
- Starting time: 1-SET-2023
- Gross annual for 12 months: 4.000 €

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.



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- 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.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “Academic management of international health courses” to the following email addresses: nuria.serre@vallhebron.cat and seleccio@vhir.org



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