



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

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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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# Junior Project Manager (Post-Award National Grants)

## Competitive National Grants Unit

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence.

The National Projects Unit will support the scientific community at Vall d'Hebron throughout the full lifecycle of national competitive projects. The Unit encourages and supports researchers in the pursuit of national competitive funding for research, detecting opportunities and contributing to the development of quality proposals.

We are currently looking for 1 person to join the team as a national post-award junior project manager.

## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- University degree in Administration, Economics or similar.
- Excellent written and oral communication in Catalan and Spanish.

#### Desired:

- Good level of English will be valued.



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## Experience and knowledge:

### Required:

- Minimum 1 year of work experience in a similar position managing national funders (ISCIII, AEI, PERIS, LMTV3, *etc.*).
- Experience in research institutions and/or project management in the biomedicine sector will be valued.
- 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.

### Desired:

- Additional training in competitive research grants.
- Training and experience with ERP (enterprise resource planning) and/or financial management software systems.

## 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).
- Maintenance and update of the grants 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.
- Starting date: immediate
- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale



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- Contract: permanent linked to project

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

**Deadline to apply: 04/04/2024**



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The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035- Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.

Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat) or [lop@vhir.org](mailto:lop@vhir.org). In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You can also lodge a complaint with the competent Data Protection Authority by contacting [www.apdcat.cat](http://www.apdcat.cat) or [www.aepd.es](http://www.aepd.es).