

# Project Manager: Strategy Directorate



## Technical Secretariat

VHIR offers a vacant position for a Project Manager at the Strategy Directorate, within the Technical Secretariat Unit. The mission of the Strategy Directorate is to contribute to the overall institutional positioning strategy of VHIR. The Technical Secretariat Unit gives the needed support in a wide range of activities, such as Strategic planning implementation, scientific policies, institutional evaluations, research performance KPIs as well as support on the international strategic alliances such as the European University Hospitals Alliance (EUHA).

The European University Hospitals Alliance comprises nine of the best and leading university hospitals in Europe to share their expertise in health care, research and education. Vall d'Hebron University Hospital is part of this alliance and on top of participating in the healthcare and management pillar, it also coordinates the research pillar.

More information can be found [\[here\]](#)

## JOB DESCRIPTION

### Education and qualifications:

#### Required.

- University Degree (Life Sciences desirable)

### Experience and knowledge:

- Minimum of 1-year experience in project management within the biomedical sector.
- Knowledge and experience in the biomedical translational research arena is desired.
- Excellent written and oral communication in English. Catalan and Spanish are also desired.
- Good command of MS Office and other computer tools.
- 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.

Vall d'Hebron Research Institute promotes research and biosanitary innovation. Its aim is to find and to apply solutions to people's health problems. VHIR takes a chance on disruptive research based on daily health problems arising from the hospital, with an international outlook. We transfer to society the knowledge developed in our research lines and we are one worldwide reference in clinical trials.



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)**.

Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

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### Main responsibilities/duties:

- Provide support at the Technical Secretariat Unit.
- Give assistance at the coordination of the EUHA Research pillar.
- Day-to-day activities might include:
  - Support the Strategy Directorate in tasks related to the Technical Secretariat.
  - Support the Strategy Directorate in tasks related to the follow up of the EUHA research group and its activities, i.e. preparation of meetings and events, meeting minutes, preparation of relevant information.
  - Liaise with the EUHA Alliance Manager.
  - Interact with the Research Leads Network.
  - Interact with VHIR PIs
  - Liaise with the support units from VHIR
  - Manage the internal and external communication required by each task.

### Labour conditions:

- Full-time position (40h/week).
- Immediate incorporation
- Temporary contract
- Gross annual salary: 30.000-35.000€ (depending on experience)

### What can we offer?

- Skillful and social colleagues in a dynamic environment.
- Challenging tasks and a wide range of responsibilities.
- Personal training opportunities.

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- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).
- Annual teambuilding events.

### HOW TO APPLY

(The candidates should fill the online form with requested personal and professional data.)

Link to apply : [\[Apply CV\]](#)

**Please check on VHIR's official website the specific dates to submit your application. After this period the vacancy will be closed.**

Only applications submitted through VHIR's official website will be considered



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