



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 in **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, nationality, religion, age, disability or race.

Support Technician (Pre-Award National Grants)

National Projects Unit – Competitive Projects Directorate

VHIR's Competitive Projects Directorate 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 National post-award team.

JOB DESCRIPTION

Education and qualifications:

- University degree in Economics or in Information and Documentation.
- Education in Health Science will be valued.
- Minimum +1 years of work experience in a similar position (ISCIII, MINECO, PERIS, LMTV3 calls).
- Additional training in competitive research projects.
- Excellent written and oral communication in Catalan and Spanish. English will be valued.

Experience and knowledge:

- Minimum +1 years of work experience in a similar position (ISCIII, MINECO, PERIS, LMTV3 calls).
- Experience in the research sector is highly valued.
- Experience in project management is highly valued.



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- Superior attention to detail and analytical skills.
- Ability to have critical thinking skills and problem-solving skills.
- 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.
- Ability to have critical thinking skills and problem-solving skills.
- Good command of MS Office and other computer tools.
- Ability to work well under pressure to meet deadlines and strong problem-solving skills.

Main responsibilities and duties:

- Provide technical support during the preparation and submission proposals
- Pro-actively detect and attract research funding opportunities
- Provide support on grant proposal preparation and submission
- Prepare certificates
- Prepare different kind of reports of the unit.
- Maintenance and update of the grant applications database.
- 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.

Labor 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.
- 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 "Support Technician pre award" to the following email addresses: seleccio@vhir.org