



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.



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.**

Project Manager (part time)



Immunomediated Diseases and Innovative Therapies

Vall d'Hebron Research Institute (VHIR) is a public sector institution located in Barcelona (Spain) that promotes and undertakes innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is focused on finding solutions to the health problems of citizens, and aims to contribute to scientific, educational, social and economic development within its specialist fields around the world

The **Immunomediated Diseases and Innovative Therapies Group** offers vacancy/vacant position for a **Project Manager** for the project: Center for research in alpha-1 antitrypsin deficiency of the Pneumology Department

JOB DESCRIPTION

Education and qualifications:

Required:

- University degree in Health Sciences preferred.

Desired:

- Doctoral degree will be valued.
- Master in Genetics will be valued
- Project management and/or Document management training will be valued.

Experience and knowledge

- 1- 2 years of professional experience in Research Institutions and/or in Project Management within biotech and/or scientific environments will be valued.
- High computer literacy level.
- An excellent spoken and written English (C2 level), Catalan (C2 level) and Spanish (C2 level)
- Personal skills: we are looking for a person committed to the organization and involved with work, with the capacity to work in a team, proactive, dynamic and very organized. Ability to work under pressure, results-driven and service oriented. Excellent skills to establish interpersonal relationships.

Main responsibilities and duties:

The final candidate will perform the coordination of the related tasks and lead the community management activities:

- To accompany the researcher throughout the execution of the project, holding regular meetings to monitor it. In addition, to manage the project initial and final phases.
- To control the work plan of the project to ensure the correct implementation of the agreements and the presentation of scientific and financial reports.
- To manage the budget during the execution of the project, analyse the financial viability and to control the income generated.
- To prepare and to read in the appropriate form of the financial report, as well as to prepare the audits in the case that it is necessary, coordinating the coherence between the scientific and financial reports.
- To respond to additional requirements or requests for information from the funding agencies, as well as to manage the funding or resources in the case that it is necessary.
- To manage agreements with competitive grants during the execution of the project.
- To proactively manage the change, anticipating possible deviations during the execution of the project and planning contingency actions of the risk, both in the financial and in the scientific one, according to the project progress.
- Data Management and Communication Plan writing and implementation
- Creation and implementation of the project website and social media.

Labour conditions:

- Part-time position (20h/week)
- Contract: permanent linked to project.
- Gross annual salary: 10.895,39
- Starting date immediate.

HOW TO APPLY

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "*Center Alpha-1*" to the following email address: seleccio@vhir.org until March 10th, 2020.