



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.

Biddings Technician

Purchase and Biddings Unit

The VHIR has to fill a vacancy of bidding technician within the Purchasing and Bidding Unit. This unit supports and manages all public bidding procedures, as well as the rest of outsourcing services, purchase of supplies, purchase of equipment or other types of supplies that are necessary to acquire through research projects and clinical trials developed at HUVH and VHIR. This unit is intended to manage and supervise the economic and financial resources of VHIR.

JOB DESCRIPTION

Education and qualifications:

Required:

- Degree in Business Administration or Public Administration and Management.

Desired:

- Specialised studies in the area of public contracts
- Accounting management and management control

Experience and knowledge:

Required:

- At least 1 year of experience in the field of administrative law

Main responsibilities and duties:

- Management of public contracts and their different procedures (bids, direct awarding, adherence, etc.).
- Management of economic and financial variables: accounting, auditing, bidding, contracting and purchasing.



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- Maintaining updated and accessible information on public contracts and other purchases on a digital platform.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 21.687,23€ - 24.480,00 € (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: temporary (6 months)

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 "*Biddings Technician*" to the following email address: seleccio@vhir.org