



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 **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, religion, age, disability or race.

National Pre-award Project Manager Competitive Projects Directorate

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 3 people to join the team as a national pre-award project manager.

JOB DESCRIPTION

Education and qualifications:

Required:

- University Degree

Desired:

- A PhD will be valued.

Experience and knowledge:

- At least, 3 years of previous experience in pre-award management of public and private national calls (ISCIII, MINECO, PERIS, LMTV3).
- Experience in research institutions and/or project management in different scientific and biotechnological environments will be valued.



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- Excellent written and oral communication Catalan and Spanish skills. Good level of English will be valued.
- Personal skills:
 - Well-organized
 - Meticulous, close attention to detail
 - Proactive
 - Ability to work under tight deadlines
 - Team player with excellent interpersonal skills.

Main responsibilities and duties:

- Know thoroughly the competitive calls to identify the financing needs of researchers and proactively detect competitive grant opportunities.
- Internally manage the call (dissemination, planning of the internal calendar, resolution of doubts, preparation and revision of proposals, possible internal/external prioritization, and submitting).
- Accompany the researcher in all phases of application for projects and competitive grants, providing advice and help in the preparation and writing of the proposals
- Communicate the resolutions of calls immediately, as well as any other relevant information related to the proposals.
- Manage internally the processes of amendment, allegation or appeal in cases where it is necessary (communication, preparation, presentation and follow-up).
- Manage the formal acceptance of the projects and grants awarded and, where possible, participate actively in the negotiation of collaborations, contracts and agreements.
- Support and guide the research staff in the calls that may be of interest to their research.

Labour conditions:

- Full-time position (40h/week).
- Immediate incorporation.



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- Permanent contract
- Gross annual salary: 28.000-35.000€ euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)

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 “*National Pre-award PM*” to the following email addresses: seleccio@vhir.org