



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**).

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## International Post-Award Research Manager

### International Project Unit (Post-Award) – Research Grants Office – Competitive Project Directorate

International Project Unit (Research Grants Office) at VHIR is the responsible for managing all international competitive projects at VHIR and at Hospital Universitari Vall Hebron (HUVH). It provides support to researchers throughout the lifecycle of competitive research projects to contribute to the leadership of VHIR and HUVH 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 (Pre-Award office). Once the desired funding is achieved, we provide support in managing granted funds to comply with internal policies and funding bodies' regulations (Post-Award office).

We are currently looking for an enthusiastic candidate to join the Post-Award team as an **International Post-Award Research Manager** to strengthen the team.

#### JOB DESCRIPTION

##### Education and qualifications:

##### Required:

- University degree (valuable in Finance or Economics related disciplines).
- Fluency in English (business level).

##### Desired:

- Specific training in financial management of international competitive projects will be highly valued.
- Knowledge of Spanish, Catalan and other European languages.



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## Experience and knowledge:

### Required:

- At least 2 years of work experience in a similar position in a scientific environment.
- Proven experience and knowledge in financial management and reporting of international public and private competitive funding (European Commission, NIH, private foundations).
- Well-organized person with very good attention to detail and the ability to work under tight deadlines.
- Self-motivated, proactive and results-oriented.
- Excellent teamwork skills, with good interpersonal, written and oral communication skills.

### Desired:

- Previous experience in health/biomedical research environment.
- International work experience.
- Knowledge and experience with Project Management tools and Enterprise Resource Planning (ERP) systems.

## Main responsibilities and duties:

The International Post-Award Research Manager main responsibility is to support Principal Investigators at VHIR to manage effectively their funds obtained from international competitive projects following internal policies and funding bodies' regulations. The main duties of this position will include:

- Manage grant budgets (economically and administratively), prepare financial reports and audits.
- Monitor budget and anticipate possible deviations during project implementation, plan risk contingency actions and make appropriate amendments to grant agreements.
- Monitor projects' work plan, scientific reports and implementation of grant agreements.



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- Ensure compliance with institutional and sponsoring agencies' regulations and policies.
- Serve as liaison between researchers, funding agencies and coordinators of collaborative projects. Provide support in consortium meetings organization and other related project activities.
- Any other duties related to the job as requested to contribute to the general functioning of the International Project Office.

### Labour 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.
- Contract: permanent.

### 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.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Programme (including dining checks, health insurance, transportation and more)



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- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

### How to apply:

Applicants should submit a full Curriculum Vitae including contact details of two references and a cover letter with the reference “International Post-Award Research Manager” to the following email addresses: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 25-10-2023**