



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

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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 Project Manager

Infectious Disease Department. Medicine Tropical Unit

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 and other European languages (highly valuable Portuguese).

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.



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Desired:

- Previous experience in health/biomedical research environment.
- International work experience.
- Proven experience in project management of EC funded programs – having already experience in project coordination is a plus.
- Proven experience in writing successful proposals for EC funded programs.
- Consolidated knowledge of European research programmes.
- Ability to negotiate, and to cooperate with international partners.
- Strong organisation skills
- Able to perform in multi-cultural environments (sometimes under time pressure) and to deliver results in a demanding and fast-paced environment that requires meeting set deadlines.
- Fresh thinking and innovation-friendly spirit.
- Self-driven, responsible, and able to take ownership on projects and duties
- Solid analytical thinking and problem-solving capability.
- Attentive to details.

Main responsibilities and duties:

- **Project Coordination:** Monitor the progress of work, anticipate possible problems and maintain excellent communication with the Principal Investigator and with the Project Officer or equivalent from funding agencies.
- Organize and participate in consortium meetings, teleconferences, reviews and other events. C
- Prepare and submit high-quality financial and narrative periodic reports on time (collect and review consortium information).
- **Financial Management:** 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. Calculate partners' annual budgets and redistribute items if necessary.



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- Resolve all financial doubts that partners may have. If necessary, organize training sessions on financial and administrative issues for partners.
- Responsible for the partner expense verification process until the document is delivered to the hired external auditor.
- Legal issues: Preparation and presentation of project amendments, if necessary. Preparation of contracts and agreements within the framework of the projects that are coordinated jointly with the legal department. Implementation of grant agreements.
- Funding: Identify new funding opportunities for the research lines at Tropical Medicine Unit.
- Project preparation: Support the definition of research projects, advising on project partners, preparation of budget, support on proposal writing and submission.
- Liaising between research group leaders and other VHIR support areas for the daily running of the projects
- Any other duties related to the job as requested to contribute to the general functioning of the Unit Projects.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate/month, year.
- Gross annual salary: 32.0000,00 Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale
- 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.
- Individual training opportunities.



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- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Programme (including dining checks, health insurance, transportation and more)
- 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 and a cover letter with the reference "International Project Manager" to the following email addresses: Esperanza.esteban@vhir.org and seleccio@vhir.org

Deadline to apply: 5-12-2023

The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035-Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.

Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email dpd@ticsalutsocial.cat or lopd@vhir.org. In compliance with Regulation (EU)



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2016/679, the VHIR has appointed a data protection officer, whose contact details are dpd@ticsalutsocial.cat. You can also lodge a complaint with the competent Data Protection Authority by contacting www.apdcat.cat or www.aepd.es.