

CONV. ID-07/18 IDIBAPS

1. POSITION OFFERED

1.1. A job is being opened to cover the position of one **Project Manager** in the research field of integrated care for patients with multi-morbidity. And this person will be to support the research project: "SELFIE: Sustainable integrated care models for multi-morbidity: delivery, Financing and performance" Grant Agreement Number: 634288, "CONNEXARE: Personalised Connected Care for Complex Chronic Patients" Grant Agreement Number 689802 and "KONFIDO - Secure and Trusted Paradigm for Interoperable eHealth Services" Grant Agreement Number: 727528, funded by European Commission with temporary contract in the following professional category:

Required qualifications and skills:

- University degree (Phd or experience in the field of science will be valued).
- Previous experience in multi-institutional and international projects (FP7, H2020, Feder, etc...)
- Knowledge of project management
- Knowledge of research environment and research work
- Advanced knowledge of the MS Office pack
- Communication and organization skills
- Ability to work anticipating events, planning, establishing priorities and controlling the quality of the work to be delivered. Ability to handle multiplicity of tasks.
- Dynamic, proactive, organized and team-worker
- Availability for immediate incorporation.
- Languages: A good command of Catalan, Spanish and English (written and spoken)

Conditions:

- Hours: flexible and negotiable
- Salary: negotiable depending on the value
- Immediate incorporation
- Temporary contract

Job description / Tasks to be developed:

- Managing the overall project implementation ensuring that all legal, financial and administrative obligations and tasks are developed according to the rules stated in the project's contract
- Coordinating and supporting partners' communication
- Coordinate the elaboration of technical and financial reports to be submitted to the sponsors and funding organizations
- Supervising the consortium financial management in collaboration with the IDIBAPS project office
- Prospection of initiatives, ideas and results of research and innovation projects in order to tune funding opportunities.
- Supporting the management and storage of the financial and research documents
- Providing administration support to the group leader and the technical staff (business travels, agenda, classes, preparation of forms, gathering of working documents, control of fund allocation and expenditure, managing procurements, transactions and finances, etc.)

Presentation of applications:

All documents must include the reference code of the job offer (see upper left corner of the call)

Candidates must enclose a motivation letter and their Curriculum Vitae (including list of publications). Proof of the merits exposed and the degree obtained must also be included in the application.

Place of submission: (clearly indicating the reference code of the job offer)

1. Delivering it personally to the Dept. of human resources, located on the Esther Koplowitz Centre, C/Rosselló 149, from 10 am to 1 pm from Monday to Friday,
2. through regular mail, to the address referenced in the previous point
3. By e-mail to the e-mail address Rrhh.fundacio@clinic.ub.es

Application Deadline: 29/01/2018

1.2. The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2 51/2003 of equality of opportunities; 5% of the vacancies are preserved when candidates' pas the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces. "

1.3. Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

Barcelona a 15/01/2018
Marta Fernandez Cufi
Human Resources Manager

**Unió Europea**Fons Europeu de Desenvolupament Regional
Una manera de fer Europa