



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**).

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, gender identity and expression, religion, age, functional diversity or ethnicity.



International Post-award Research Officer

International Unit (Post-Award) – Competitive Research Directorate

The International Unit 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 Officer** to strengthen the team.

JOB DESCRIPTION

Education and qualifications:

Required:

- Bachelor's degree (finance or economics preferably)
- Fluency in Spanish and English (business level)

Desired:

- Specific training in financial management of international competitive project will be highly valuable
- Fluency in Catalan

Experience and knowledge:

Required:



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- Good command of MS Office
- Well organized person with very good attention to detail and the ability to work with tight deadlines
- Self-motivated, creative, proactive and results oriented
- Excellent teamwork with good interpersonal, written and oral communication skills

Desired:

- At least 1 year of work experience in post-award research management (national and/or international competitive calls)
- Previous experience in health/biomedical research environment
- International work experience

Main responsibilities and duties:

The **International Post-Award Research Officer's** main responsibility is to support International Post-Award Research Managers in the effective management of VHIR researchers' funding obtained from international competitive projects following internal policies and funding bodies regulations. The main duties of this position will include:

- Give support to Post-Award Research Managers in the preparation of financial reports and audits and other documents needed during project implementation and project close-out: timesheets records, amendments to grant agreement, etc.
- Manage and update administrative data about funded projects using our internal research management software
- Organize and monitor paperwork and electronic documents related to research grants
- 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



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- Gross annual salary: 23 000 – 2800 euros (*within this range, remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale*)
- Contract: open-ended contract 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.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (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 motivation letter with the reference **“Intl. Post Award Officer”** to the following email address: seleccio@vhir.org

Deadline to apply: 29-07-2024



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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) 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.