

Scientific Project Manager

Institution: Institut d'Investigació Biomèdica de Bellvitge IDIBELL – hiring institution

Address: Av. de la Gran Vía, 199-203, 08908 L'Hospitalet de Llobregat, Barcelona, Spain

Responsible: Dr. Victor Moreno,

Director of Oncology Data Analytics Program (ODAP) at **Institut Català d'Oncologia (ICO)**,
Group leader at **IDIBELL**, “Colorectal Cancer”

Job description:

We are seeking for a highly motivated professional with a profile of project manager and the education (preferably PhD) in biomedicine or life sciences. The successful applicant will support the Director of ICO's ODAP Program in project management, more specifically, in developing the following tasks:

- Grants opportunities search: international and national calls to fund projects and fellowships
- Proposals preparation: participation in writing proposals, budgets, submission and follow-up.
- European and national projects management: financial follow-up, coordination, technical and financial reports development, contact with projects partners and funding bodies
- Liaising with ICO's and IDIBELL's grants offices, as well as funding institutions, for procuring grant information and opportunity for the team.
- Support to Program's collaboration activities, strategic and outreach initiatives.

Requirements:

- Master or PhD in biomedical sciences or related disciplines
- Experience in research management projects: funding search, proposals management, projects follow-up
- Experience in research: proposals design, reports and papers writing
- Advanced level of oral and written English

Not required but highly valued:

- Experience in cancer research
- Specific training in project management
- Previous experience in research project management

Conditions:

- Immediate incorporation
- 12 months extendable contract
- Salary will depend on the profile of the selected candidate

Candidates should send their CV, cover letter and a contact details with emails of three referees before 1st of June 2020 to ODAP Program's secretary Olga Lopez: olopez@iconcologia.net