

INTERNAL PROMOTION CALL

The Institute

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** is a scientific foundation which mission is to improve health and quality of life of the population, through the production and dissemination of scientific knowledge, training of researchers to an international standard, and promoting health innovation and the incorporation of medical advances in clinical practice and healthcare policies. Created in 1992, the institute was attached to the Autonomous University of Barcelona (UAB) in 2003, and since 2011 it is part of the Government of Catalonia's CERCA Programme.

For the Foundation, it's a priority to ensure that the recruitment of the most suitable candidate to cover a job is carried out through an open selection process, transparent and merit-based (OTM-R). Following these guidelines will promote the mobility of staff, the exchange of knowledge and, ultimately, the increase in the quality of teaching and research. Faithful to the commitment to the human resources strategy of the European Union, our institution's personnel selection and recruitment procedures are governed by a set of basic principles that guarantee everyone equal access to a work placement. Therefore, the constitutional principles of equality, merit and capacity are followed, respecting in any case the national and international regulations in force in this area, specifically the European Charter of the Investigator and the Code of Conduct for the recruitment of Researchers (C&C). The principles of C & C are applicable for the recruitment of any staff of the institution, regardless of their professional category.

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **International Projects Unit**:

A2B Senior Administrative Officer

About the Unit / Group:

The principal Functions at the International Projects Units are:

- Search and broadcast of public and private international funding, broadcast, assessment and review for the success of the application submission, send applications, register and monitoring until its resolution.
- Registration of granted projects, economic monitoring of international projects and agreements, costs validation (concept/ balance), preparing annual and final reports, manage incidences, interlocutor with official institutions.
- Activity reports: scientific report, Board, Direction and others.
- Internal and external audits from different financial institutions.
- Researchers: meetings for starting and managing projects.

- Interaction with different transversal areas to implement the regulations of the calls.

Essential requirements

- Minimum qualification required Higher Level Professional Studies (Higher Level Training Cycle / FP II) or equivalent
- 4 years of accredited experience in project-related management tasks or equivalent
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan
- Intermediate knowledge of office tools (excel, word, power point, etc).
- Excellent level of English

Skills will be valued

- Good Spreadsheet Skills (Excel)
- Experience in the use of Fundanet
- Have international project management courses
- Experience in post-award stage in international competitive projects (mainly Horizon 2020 and Horizon Europe, NIH)
- Good organisational skills, attention to detail. Excellent interpersonal and teamwork skills. Used to working under tight deadlines.

Functions

Reporting to the Head of International Projects, will be in charge of working together with the head of the Unit mainly in the post-award phase of international projects.

- Follow up and support in some aspects of the award process: signature of the contract, registration the project in Fundanet, etc.
- Financial monitoring of active international projects (financial reports, validation of expenses and advice to the researcher)
- Carrying out the necessary tasks in Fundanet
- Negotiations with the funding agency
- Maintenance of a project justification calendar
- Any other related function to contribute to the overall functioning of the International Projects Unit

Offered

- Indefinite contract
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- International Projects Unit

Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Santa Creu i Sant Pau Hospital Research Institute Foundation, address ir_seleccio@santpau.cat , indicating the reference **2023/034**:

(1) Application letter and updated Curriculum Vitae

At the request of the Santa Creu i Sant Pau Hospital Research Institute Foundation, the candidates must present the documentation accrediting the merits mentioned in the curriculum vitae.

Applications will be resolved within a maximum period of one month from the end of the deadline for submission of documentation. At the end of this period, without having been notified of an express resolution, the interested parties will be entitled to understand that their applications have been rejected.

Santa Creu i Sant Pau Hospital Research Institute Foundation may declare this call for applications closed if, according to its criteria, the candidates does not meet the conditions that the Institution considers necessary to fill the position.

The interpretation of the requirements and their enforceability to the candidates will be exclusive to the Santa Creu i Sant Pau Hospital Research Institute Foundation.

**The deadline for submitting applications
will end on January 30th, 2023, at 3:00 p.m.**

**** This promotion is subjected to the payment of the extraordinary contribution by the Health Department. However, the application of the promotion will be retroactive to 1 January 2023, in the case that the mentioned contribution is received after this date.**

Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, sited at C. Sant Quintí, 77-79, 08041, Barcelona, Tel: 93 291 90 50, NIF: G-60136934, as Data Controller and in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the Organic Law 3/2018 of 5th of December, on the protection of personal data and the guarantee of digital rights, will treat your data with the sole purpose of developing this call. The legal basis for this treatment is the article 6.1 a, c and f from the GDPR, giving that we will ask for your consent, the treatment is necessary for the application of precontractual measures and its necessary to satisfy the legitimate interests pursued by the Data Controller.

The data will be kept during the necessary time to develop the call. Data will be treated solely by that areas and services that are allowed to in accordance with their assigned competences and functions. There will be no data cessions made unless there is a legal obligation to do so. You are entitled to exercise the rights of access, rectification, deletion, opposition, limitation and portability. In case you have any doubts, you can contact the data protection delegate at dpo_ir@santpau.cat. You also have the right to file a complaint to the relevant control authority.

PERMANENCE COMMITMENT: *Selected persons who will hold the summoned or vacant position, will not be able to apply for a new call until 1-year period has expired. In case of part-time job positions, this period will be of 6 months. In both cases, the period will compute from the date of publication of the resolution. The vacant summoned, and the ones that derive from it (intern movements), will be successively covered on the same proceeding among the submitted candidates to each particular call, regardless of whether this entails coverage of places in turns other than the call.*

Barcelona, 23/01/2023



Human Resources Departament
Santa Creu i Sant Pau Hospital Research Institute Foundation

