



INSTITUTE
FOR RESEARCH
IN BIOMEDICINE

POSITION OPENING AT IRB BARCELONA PROJECT AND GRANT OFFICER (Ref. AD/08/03)

The Institute for Research in Biomedicine (IRB Barcelona) is an independent, non-profit research institution engaged in basic and applied biomedical science. It is located in the Barcelona Science Park (Parc Científic de Barcelona, PCB), a centre in which first-class public research converges with the private sector in a stimulating, vanguard scientific environment. IRB Barcelona was founded in October 2005 by the Catalan Government (Generalitat de Catalunya), the University of Barcelona (UB) and the Barcelona Science Park, and is administrated through a private foundation. The Institute currently has 400 members (scientific, technical and administrative staff) and plans to grow significantly in the coming years.

The management team at IRB Barcelona is seeking a Project and Grant Officer for the Research and Academic Administration Department:

DUTIES:

- Perform internal diffusion of grant calls
- Assist researchers with grant applications: reviewing general conditions, justifying costs, controlling payment eligibility, etc.
- Coordinate the applications for distinct institutional grants
- Draw up internal procedures for project and grant presentation and evaluation

CANDIDATE PROFILE:

- Bachelor degree
- 3 years experience in project and grant application processes
- Fluent in English and Spanish
- Communication, organization and teamwork skills
- Strong knowledge of public and private financial programmes would be a plus
- Experience in European projects would be an advantage

HOW TO APPLY

Please send a brief letter describing your interest in the position and a complete CV by email to: irbjobs@irbbarcelona.org
Please quote reference AD/08/03