



INSTITUTE  
FOR RESEARCH  
IN BIOMEDICINE

## OPEN POSITION AT IRB BARCELONA HEAD OF THE RESEARCH AND ACADEMIC ADMINISTRATION DEPARTMENT (ref. AD/10/01)

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 Government of Catalonia (Generalitat de Catalunya), the University of Barcelona (UB) and the Barcelona Science Park and is administered through a private foundation. The Institute currently has 470 members (scientific, technical and administrative staff) and plans to grow significantly in the coming years.

IRB Administration is seeking a Head of the Research and Academic Administration Department.

### DUTIES

- Coordination of the Academic Office, responsible for the PhD and Post-doctoral Programmes.
- Coordination of the Grants Office, responsible for providing researchers with support throughout the entire grant application process until the grant is conceded, and coordination of the team responsible for European project management.
- Support to the Director in general tasks such as the coordination of scientific recruitment processes or the organisation of internal and external scientific meetings.
- Coordination with PCB/UB and other institutions in technical issues related to institutional collaboration agreements, premises/platforms and common services.
- Writing technical projects and reports for fundraising and funders.
- Team supervision (5 people).

### CANDIDATE PROFILE

- Bachelor Degree in Science and PhD
- Post-doctorate experience will be an advantage
- Fluent English
- Spanish and Catalan
- User of Microsoft Office
- 3 or 4 years experience in a related post

### HOW TO APPLY

Applications for the above opening, including a CV and a letter of motivation, should be sent by e-mail to: [irbjobs@irbbarcelona.org](mailto:irbjobs@irbbarcelona.org)

Please quote reference AD/10/01

For more information: [www.irbbarcelona.org](http://www.irbbarcelona.org)