



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

## “Junior Scientific Project Manager”

*Centre for Genomic Regulation (CRG)*

### The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed of an interdisciplinary, motivated, and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the '[HR Excellence in Research](#)' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

### The role

We are seeking an enthusiastic Junior Scientific Project Manager to join the CRG International and Scientific Affairs (ISA) team. The position is within the framework of a multi-centre project funded by the Instituto de Salud Carlos III (ISCIII) under the [IMPACT Programme](#). The project “IMPACT T2D”, aims at studying the complete genomes of a large cohort of patients with Type 2 Diabetes mellitus (T2D) using modern sequencing technologies and artificial intelligence (AI) in order to improve the stratification and pharmacological treatment in the context of precision medicine.

The Project Manager will be responsible for the successful management and implementation of the project and will work closely with the Coordinator and ISA team, the CRG offices for research grants, technology transfer, financial management, communication, and the IMPACT T2D Consortium that includes top national leaders in the field.

Job duties include:

- Managing the project to ensure its success and compliance with ISCIII regulations and deadlines.
- Managing the ethical requirements, distribution, and all the relevant administrative tasks for the biological samples that will be used for the project, and coordinating with the relevant stakeholders.
- Promoting communication and collaborations among the partners as well as with relevant initiatives and consortia.
- Ensuring that reports, deliverables, and milestones are completed in a timely fashion and at high quality.
- Coordinating and contributing to the writing of technical and financial reports, scientific deliverables and other project documentation.
- Overseeing science-related aspects such as Open Science, ethics, and innovation.
- Organizing project events, training, meetings, workshops, and other activities.
- Acting as an advisor to partners on scientific, administrative, and horizontal issues, including ethical, legal, and social aspects.
- Managing the creation and content of the project website and social media to ensure dissemination of project results to the scientific community, relevant stakeholders, and the general public.
- Contributing to raising additional funds and to the preparation of new grant applications.





## About the team

The ISA Department focuses on strengthening the international and interdisciplinary dimension of the CRG and creating new opportunities in projects, training, and collaborations for the scientific community. The team provides strategic advice and support to the Director; fosters and coordinates institutional projects and collaborations; develops and implements science-related policies and guidelines, and manages a large portfolio of research consortia. <http://www.crg.eu/content/about-us-international-scientific-affairs/objectives-and-activities>.

## Whom would we like to hire?

### Professional experience

#### Must Have

- You have previous experience in project management and management of collaborations in a scientific setting
- You have previous involvement in ISCIII, or other national or international grants and/or in organizing scientific meetings, training events, and/or workshops

#### Desirable but not required/ Nice to have

- You have experience managing administrative tasks for handling biological samples, including the ethical requirements
- You have experience in an international environment
- You have experience in managing clinical trials or other activities in a clinical setting

### Education and training

- You hold a PhD degree or equivalent in life sciences or related fields

### Languages

- You have an excellent command of spoken and written English
- Having knowledge of Spanish and/or Catalan would be useful

### Technical skills

- You have strong IT skills (Excel, PowerPoint, online communication tools, website content management systems, etc.)
- You have project management skills

### Competences

- You have excellent communication (written and oral) and interpersonal skills
- You are a good team player with the ability to work independently
- You are precise, with attention to detail, and well organized
- You are proactive, flexible, and have a problem-solving attitude





### The Offer – Working Conditions

- **Contract duration:** 3 years linked to a project. Possibility to work part-time
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start date:** As soon as possible

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

### Application Procedure

All applications must include:

1. A motivation letter addressed to Dr. Jorge Ferrer.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Dr. Jorge Ferrer and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

### Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.
- **Offer Letter:** Once the successful candidate is identified the Human Resources department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

**Deadline:** Please submit your application by October 1<sup>st</sup>.

**Suggestions:** The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).





Project  
"PMP21/00067",  
funded by Instituto  
de Salud Carlos III and co-funded by European Union (NextGeneration EU – Recovery, Transformation  
and Resilience Plan).



HR EXCELLENCE IN RESEARCH

