

## Job posting

### Type of position

scientific

administrative

### Target group

graduates

post docs

other

### Title

Please enter the title

### Institution

The Centre for Genomic Regulation (CRG) is an innovative centre for basic research created in December 2000 by initiative of the former Department of Universities, Research and Information Society (DURSI) of the Catalan Government. The CRG is legally constituted as a non-profit foundation and has the participation from the Catalan Government through the Economy and Knowledge Department (DECO) and the Health Department (DS), as well as from the Pompeu Fabra University (UPF), and the Spanish Ministry of Science and Innovation (MICINN). It is an international biomedical research institute of excellence whose mission is to discover and advance knowledge for the benefit of society, public health and economic prosperity. The CRG believes that the medicine of the future depends on the groundbreaking science of today. This requires an interdisciplinary scientific team focused on understanding the complexity of life from the genome to the cell to a whole organism and its interaction with the environment, offering an integrated view of genetic diseases. The CRG is a unique centre in Spain, based in an innovative organization research model. Group leaders at the CRG are recruited internationally and receive support from the centre to set up and run their groups. An external Scientific Advisory Board, made up of 12 world leaders in the different areas, evaluates them. The result of evaluations conditions the future of the CRG scientists, no matter whether they have open-ended or time-limited contracts. This ensures the mobility and the renewal of the workforce. For more information visit our website <http://www.crg.eu>

### Position

Scientific Project Manager.

We are seeking an enthusiastic and hard working Scientific Project Manager to join the CRG team dedicated to international and scientific affairs. The position is in the framework of the project "Developing a global understanding of PRC and NURD complexes in stem cell differentiation, in health and disease" (4DCellFate). Funded by the European Commission 7th Framework Programme, the project has started in December 2011 and is coordinated by Prof. Luciano Di Croce. The Project Manager will be responsible for the successful management of 4DCellFate and will work closely with the Coordinator, and the CRG offices dedicated to research grants, technology transfer, financial management, and communication. Additionally, the Project Manager will give support in the management of other

coordinated projects run by the international and scientific affairs office.

Conditions:

- The position is full-time up to 5 years in the frame of the 4DCellFate project.
- Competitive salary depending on qualifications and previous experience.
- The position can be extended depending on the successful awarding of future projects.
- Deadline: February 10th, 2012.
- Potential Starting date: March 2012.

The successful applicant will join a team of international scientists based in Barcelona. We offer an exclusive work environment in a modern research institute.

- Responsibilities** Specific job duties will include:
- Management of the project to ensure compliance with EU regulations and deadlines.
  - Preparation and timely submission of scientific, management reports & contract amendments.
  - Financial management (with support of Financial Department).
  - Support in the preparation of periodic reports of other EU and national projects.
  - Acting as advisor to partners on scientific, administrative and horizontal issues, including ethical, legal and social aspects.
  - Organization and execution of project events and training activities: meetings, workshops, phone conferences.
  - Project website development and management (with support from IT department).
  - Ensuring dissemination of project results to the scientific community and general public.
  - Streamline communication among project partners and with the Project Officer at the European Commission.

- Requirements** The successful candidate will have:
- University degree in Biology and/or Medicine, preferably holding a PhD degree
  - Good knowledge of EU policies and experience in research management
  - Previous involvement in EU grants and in the organization of scientific meetings
  - Excellent communication and interpersonal skills
  - Team player and ability to work independently
  - Highly precise and organized
  - Proactive, flexible and problem-solving attitude
  - Strong IT skills (Excel, Power Point, content management systems, etc.)
  - Excellent command of spoken and written English

**Application  
procedure  
(deadline etc.)**

All applications must include:

- A presentation letter addressed to Dr. Michela Bertero
- A full CV including your contact details
- 2 reference letters

**Contact**

Please submit your application by email to the following addresses, indicating the offer reference (ICSO-PM-12) in the subject message: [rrhh@crg.eu](mailto:rrhh@crg.eu)

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