

## Job posting

### Type of position

scientific

administrative

### Target group

graduates

post docs

other

**Title** Scientific Project Manager

**Institution** Centre for Genomic Regulation

**Position** We are seeking an enthusiastic Scientific Project Manager to join the CRG International and Scientific Affairs (ISA) team. The position is within the framework of a project funded by the European Commission H2020 Programme. The “International PhD Programme for Medical Doctors” (Emerald), aims at training and nurturing physician-scientists. Emerald will recruit 24 medical doctors to carry out a PhD in cutting-edge research in seven European centres of excellence in life sciences and biomedicine.

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 as well as the CRG offices for research grants, technology transfer, financial management, and communication.

**Responsibilities** Job duties include:

- Managing the project to ensure its success and compliance with EU regulations and deadlines.
- Promoting communication and collaborations among the partners as well as with relevant initiatives, consortia, and other European projects.
- Ensuring that reports, deliverables, and milestones are completed in a timely fashion and at high quality.
- 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 content of the project websites, social media and ensuring dissemination of project results to the scientific community, relevant stakeholders and the general

public.

- Contributing to prepare new coordinated proposals.

## **Requirements**

### Professional experience

- You have research experience in an international environment
- You have previous experience in project management and management of collaborations
- You have previous involvement in European or other international grants and/or in organizing scientific meetings, training events, and/or workshops

### Education and training

- You hold a university degree in life sciences or related fields, preferably with a PhD degree

### Languages

- You have 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, Power Point, 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 details, and well organized

You are proactive, flexible, and have problem-solving attitude

All applications must include:

## **Application procedure (deadline etc.)**

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

All applications must be addressed to Dr. Bertero and be

submitted online on the CRG Career site -  
<http://www.crg.eu/en/content/careers/job-opportunities>

**Contact**      sara.ramos@crg.eu