



## Scientific Project Manager

International and Scientific Affairs Team

Center for Genomic Regulation, CRG, Barcelona ([www.crg.eu](http://www.crg.eu))

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Ref. ISA-SPM-12

### The Institute:

The Centre for Genomic Regulation (CRG) is a multidisciplinary research centre created in December 2000, and located in the Barcelona Biomedical Research Park (PRBB). CRG scientific groups focus on understanding the complexity of life from the genome to the cell to a whole organism, and its interaction with the environment, supported by cutting-edge technologies.

The successful applicant will join a team of international research project managers, and will have opportunities to work with excellent scientists from different fields in life sciences. CRG has a highly international culture, and the working language is English.

For more information visit our website <http://www.crg.eu>

### Post Description:

**We are seeking an enthusiastic and hardworking Scientific Project Manager to join the CRG team dedicated to International and Scientific Affairs (ISA). The position is in the framework of the project “Infrastructure for Systems Biology - Europe” (ISBE).**

Funded by the European Commission 7th Framework Programme, the ISBE project started in August 2012 and aims to create an infrastructure which will integrate and synergise systems biology across Europe by making state of the art experimental and computational biological systems analysis widely available to European life scientists.



The Project Manager will ensure successful execution and coordination of the activities in the work package (WP) dedicated to “Community building and Synergies”. She/he will work closely with the WP leader, Prof. James Sharpe, and the CRG offices dedicated to grants, technology transfer, and communication.

Additionally, the Project Manager will contribute to the preparation and management of other collaborative projects and initiatives run by ISA.

#### Specific job duties for ISBE:

- Identifying and engaging with European and international stakeholders in the field of Systems Biology (SB), and in other areas that could benefit from SB (scientists, policy makers, funding agencies, general public, etc.).
- Developing, managing and updating an open-access web-based portal to establish a dialogue with the SB community and relevant stakeholders.
- Gather relevant information for the SB community (events, news, success stories, etc.), and develop targeted dissemination strategies.
- Promoting communication and partnerships with relevant initiatives, consortia and other European infrastructure projects.
- Supporting lobbying in the SB field and producing policy documents.
- Ensuring that the deliverables and milestones are completed in a timely fashion, and preparing WP periodic reports.
- Organizing project events, meetings, workshops, phone conferences, surveys, etc.

#### General job duties:

- Participating in the preparation of new applications for collaborative projects that are coordinated by the CRG.
- Managing collaborative projects that are coordinated at the CRG: ensuring compliance with EU regulations and deadlines; monitoring budgets; coordinating dissemination activities; etc.

#### Candidate requirements:

- University degree in Biology/Biochemistry or related field, preferably holding a PhD degree.
- Excellent communication and interpersonal skills.
- Excellent command of spoken and written English.
- Strong IT skills (Excel, Power Point, content management systems, websites, wiki, etc.).



### **Competences**

- Excellent organizational and analytical skills and ability to meet strict deadlines.
- Team player and ability to work independently.
- Good knowledge of EU policies and experience in research management.
- Previous involvement in EU grants and in the organization of scientific meetings, workshops, and events.
- Proactive, flexible and problem-solving attitude.

### **Work Conditions:**

- The position is full-time up to 3 years.
- Competitive salary depending on qualifications and previous experience.
- The position can be extended depending on the results achieved and successful awarding of future projects.

### **Application procedure:**

All applications must include:

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

Potential start date: 1<sup>st</sup> November 2012

### **Deadline:**

Applications are welcome from now on until October, 16<sup>th</sup> 2012

Please submit your applications to the following email address, indicating the offer reference (ISA-SPM-12) in the subject message: [rrhh@crg.eu](mailto:rrhh@crg.eu);

Centre de Regulació Genòmica (CRG) Dr Aiguader 88, 08003 Barcelona, Spain

