



Instituto de Investigación
CONTRA LA LEUCEMIA
Josep Carreras



PROJECT MANAGER IMMERGE – (REF.: VAC_84_2024)

The Josep Carreras Leukemia Research Institute (IJC) is a comprehensive cancer research center dedicated to researching and promoting innovation in the epidemiological, preventive, clinical, translational and basic aspects of leukemia and other hematological malignancies, with the objective end of finding a cure for these diseases. It was created in 2010, and since then it has experienced exponential growth.

The IJC is also part of the network of Research Centers of Excellence of Catalonia (CERCA) and was accredited as a Severo Ochoa Center of Excellence by the Ministry of Science, Innovation and Universities in 2024. Since 2018, the Institute has also been accredited by the Scientific Foundation of the Spanish Association Against Cancer (FCAECC) In addition, the IJC is one of the centers integrated into the accreditation of the Germans Trias i Pujol Research Institute (IGTP) as an Accredited Health Research Institute (IIS) by the Health Institute Charles III (ISCIII).

The IJC main headquarters is located within the Can Ruti Biomedical Campus, together with other leading biomedical institutions, providing direct access to cutting-edge scientific and technological facilities, as well as complementary community services. The IJC has six headquarters integrated into reference hospitals: Hospital Germans Trias i Pujol, Hospital Clínic, Hospital Sant Pau, Hospital Trueta, Hospital del Mar and Hospital San Joan de Déu. This facilitates close collaboration between basic and clinical researchers, fostering translational research that integrates basic science with clinical practice in clinical settings.

THE POSITION

The teams of Dr. Esteban Ballestar and Dr. José Luis Sardina, located at the headquarters of the Josep Carreras Leukemia Research Institute (Badalona, Barcelona, Spain), are looking for a Project Manager for the Marie Skłodowska Curie Doctoral Network (MSCA-DN) IMMERGE with Grant Agreement number 01119927. The IMMERGE network is training 13 PhD fellows from 10 European organisations, both academic and non-academic, in the novel concept of multi-omic characterization and genetic correction of Inborn Error of Immunity (IEI). IEI are monogenetic defects that lead to a broad spectrum of diseases, such as recurrent infections, chronic inflammation, or bone marrow failure.

WHAT WE NEED

- Master's Degree in Life Sciences. A PhD will be highly valued, as well as previous research experience and interest in immunology, gene correction and/or epigenetics. Other candidates without a degree in Life Sciences may be evaluated if they have experience managing similar projects.
- Experience in project management, ideally in European MSCA projects of the Horizon 2020 or Horizon Europe framework programmes.
- Very organized, collaborative and communicative person.



- Skills in problem solving, prioritization, and autonomous management of time and workflow.
- High level of proficiency in spoken and written English, as this will be the working language of the IMMERGE network. Knowledge of Spanish and/or Catalan will be valued.
- Proficient use in working with the tools of the MS Office suite, has experience or willingness to learn content management systems (CMS); Experience in the use of databases will be positively valued.

MAIN RESPONSIBILITIES

As Project Manager, you will be responsible for the management of the research and training network IMMERGE (MSCA-DN) and support the Project Coordinators Esteban Ballestar /José Luis Sardina. You will be the interaction hub between all involved administrative units and researchers from the IJC and all participating partners from different EU as well as other non-EU countries. You will be the key contact for the 13 PhD fellows recruited through the project. In particular, you will closely interact with the IJC Grants Office and EU Project Officers and with their guidance execute all management-related tasks that will include:

- Coordination of all management aspects related to the project such as preparation and execution of meetings, agendas and minutes, recruitment processes, and assisting the Project Coordinators in daily coordinating activities.
- Organization and administration of all training activities, both virtual and in-person, to be organized within the framework of the project, including travel and accommodation/catering arrangements as needed.
- Management of the reporting obligations of the consortium.
- Financial and legal follow-up of the project (including budget control) and reporting to the European Commission (REA) with the direct supervision of the Project Manager of the International Team (Grants Office).
- Set up and implementation of quality procedures, including risk management and feedback processes.
- Coordinating and documenting the communication and dissemination activities of the network in collaboration with the Communications Units of each beneficiary. It includes management of the IMMERGE website and social media
- Participate in other activities of the Grants Office.

WHAT WE OFFER

- A contract linked to the IMMERGE project with Grant Agreement number 01119927, extendable subjected to additional funding.
- This is a full-time position for 39 hours per week (negotiable).
- Start date: as soon as possible.
- A salary commensurate with your qualifications.



- Access to the international network of Ballestar/Sardina labs and participation in the labs' scientific discussions (depending on the profiles of the candidates).
- Access to the training provided by the IJC.
- A highly stimulating environment at the IJC, with benefits such as free parking for employees, language lessons and on-site subsidised cafeteria.

DEADLINE FOR APPLICATIONS

Please submit your application by 13/11/2024.

WHO ARE WE?

Our mission is to carry out research into the basic, epidemiological, preventive, clinical and translational aspects of leukaemia and other hematologic malignancies.

The vision of the Josep Carreras Leukaemia Research Institute is that research will identify new therapeutic targets and enable us to develop more precise and less aggressive treatments. We aspire to understand the origin and development of leukaemia and other malignant haematological pathologies in order to be able to prevent them. We will work for a future in which all leukaemias will be curable.

For further information, please, visit our webpage: <http://www.carrerasresearch.org/en> and the Josep Carreras non-profit organization: <https://www.fcarreras.org/en>



HR EXCELLENCE IN RESEARCH

The European Commission awarded the IJC the HR Excellence seal in July 2019. The IJC continues to work to maintain its policies in line with the Charter and Code principles.

The HRS4R has the main objective of ensuring that research centers of excellence implement and respect the requirements of the European Charter for Researchers and the Code of Conduct for hiring researchers (from here on referred to as the Charter and Code) within their human resources policies.

This EC initiative aims to promote training, professional development, and mobility for all European scientists. The IJC supports these values and principles, which will not only serve to strengthen its internal policies but will actively stimulate excellent research and firmly situate the organization as an institution with a stimulating working environment that favors the development of its scientists.

IJC is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, and other legally protected characteristics.