

WE ARE LOOKING FOR...

International Projects Technician for the Department of Projects and Innovation

What do we offer?

Department	Department of Projects and Innovation
Type of contract	Indefinite for scientific and technical activities
Duration of the contract	Until 31/12/2027
Home	Immediate
Working day	37.5 h/week – full-time
Category	Technician C2
Remuneration	€27,436.45 gross/year

The Institute

The Biomedical Research Institute of Lleida, Dr. Pifarré Foundation (IRBLleida) was created with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Institute of Health ([ICS](#)) both in the hospital field (Hospital Universitari Arnau

de Vilanova-HUAV) and in [primary care in Lleida](#) and the [Alt Pirineu-Aran Health Region](#).

2. The healthcare provider [Healthcare Service Management \(GSS; Santa Maria-HUSM University Hospital\)](#), [Pallars Regional Hospital](#) and [Mental Health](#), among others).



IRBLleida has been a CERCA institute since 2013, and consequently it is organized according to a model of good governance and functioning that guarantees

efficiency, flexibility of management, recruitment and promotion of talent, strategic planning and executive capacity.



In addition, it is one of the 34 Spanish Health Research Institutes ([IIS](#)) recognized by [the Carlos III Health Institute](#) and the Government of the Generalitat,

as established in Law 16/2003, of 28 May, on the cohesion and quality of the national health system.



HR EXCELLENCE IN RESEARCH

In December 2014, the Biomedical Research Institute of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. It is a recognition of the Institute's commitment to developing a strategy

of human resources for researchers, designed to align practices and procedures with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the recruitment of researchers (Charter and Code).

Check out our [recruitment policy](#).

Professional profile of the person hired

International Projects Technician

Requirements (those candidacies that do not meet this point will be excluded)

- Bachelor's degree studies in Basic Sciences, Health Sciences or similar.
- Accredited level of English (B2 or equivalent).

These requirements must be met at the beginning of the contract.

Tasks to be carried out

The selected candidate will join the Department of Projects and Innovation to carry out tasks related to the PP11039 - **ILHERDA project: "Potenciando la participación del IRBLeida"**.

Some of the tasks will be:

International project management

- Active mapping of international project calls, with a special focus on European Commission calls.
- Dissemination of international calls among research groups with potential interest.
- Management of the information of the IRBLeida groups in platforms for the search for collaborators.
- Support in the preparation of international project proposals.
- Monitoring of the interaction of research groups with consultancies specialising in the preparation of international proposals.
- Search for collaborating entities to generate a research consortium.
- Preparation of economic documentation to justify the different actions of the life cycle of an international competitive project. This includes management of agreements,

changes of items, changes in the research team, extensions of execution, opening of the project in the Institution's ERP, etc.

- Monitoring participation in international research or innovation networks.
- Preparation of supporting documentation, in terms of internationalization, to be incorporated into the IRBLeida intramural grant files.
- Coordinate the deadlines for the receipt of documentation for the justification of both public and private competitive and non-competitive projects of an international nature.
- Economic planning meetings with the researchers in charge at the beginning of the projects.
- Monitoring of the expenditure attributed to a portfolio of projects through software for the management of research (Fundanet).
- Manage the extraction of all payment receipts made through projects, once invoices have been sent, to facilitate the subsequent economic justification of the same.
- Support in the process of verification and management of project orders, checking that the items are budgeted and that current legislation on public procurement is complied with, as well as the eligibility criteria of the call-in question.
- Validation of the receipt of orders by the different research teams and uploading of the supporting documentation to the Fundanet tool.
- Advising research staff on the procurement procedure for international projects and the actions attributable to them, according to the call.

Other tasks

- Management of conference registration payments for research staff.
- Collaborate with the generation of the Institution's production indicators, for their subsequent evaluation, both internal and external.
- Administrative tasks entrusted to it by its manager, management or direction, with the purpose of contributing to the achievement of the objectives of its area or department of IRBLeida.
- Participate in the Committees and Commissions that the position requires.

Resolution of the Presidency of the State Research Agency, approving the 2025 call for applications for the procedure for granting grants for the preparation and management of European projects and facilitating the attraction of international talent, within the framework of the State Plan for Scientific, Technical and Innovation Research 2024-2027.

Project GPE2025-001723-P financed by MICIU/AEI/10.13039/501100011033, with GPE2025-001723-P being the reference that appears in the concession resolution; MICIU, the acronym for the Ministry of Science, Innovation and Universities, AEI, the acronym for the State Research Agency; and 10.13039/501100011033 the DOI (Digital Object Identifier) of the Agency.



It will be valued

Knowledge

- Postgraduate studies in Basic Sciences, Health or related sciences.
- Official postgraduate complementary studies in project management or related.
- Level of English equivalent to or higher at level C1.

Experience

- Work experience in international project management.
- Work experience in justification of public aid.

Competences

- Person with initiative, committed, accustomed to working in a team and under pressure.
- Ability to analyse, learn and adapt to change.
- Responsible, organized, planned and methodical person.

Characteristics of the contract

- ✓ Indefinite contract for technical scientific activities, in accordance with the provisions of Article 23 of Law 17/2022, of 5 September, amending Law 14/2011, of 1 June, on Science, Technology and Innovation.

The contractual modality is that of indefinite duration, with specific clauses linked to the financing of the project in accordance with art. 49 1.b) and art. and 52.e). of Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act.

- ✓ The amount granted to finance personnel expenses is €72,374.54.
This amount will cover the gross annual salary of the person hired, the expenses of the employer's Social Security contribution and compensation.
- ✓ Project that will finance the contracting: **PP11039 - ILHERDA: "Potenciando la participación del IRBLeida". Project code GPE2025-001723-P funded by MICIU/AEI/10.13039/501100011033**
- ✓ Duration of the contract: In the project work programme, it is envisaged that personnel costs will be developed for approximately **31 December 2027**.
- ✓ If there are modifications to the work programme, the possibility of modifying the period will be assessed (the duration of the contract is linked to the specific financing of the project/agreement).

Why work at IRBLleida?



We offer a highly stimulating environment with state-of-the-art infrastructures.



We offer complementary training for all profiles. To view our training and development portfolio, please visit our website in the training section [.](#)



We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.



Work-life balance and the possibility of benefiting from flexible working hours. In addition, because of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree family member under 18 years of age, over 70 years of age or with a first degree of disability to the doctor.
- Public holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documentation and deadline for submission

Applications must be accompanied by:

- Cover letter.
- Curriculum vitae.

The deadline for submission will end on January 15, 2026 at 2:00 p.m.

Applications received after the deadline/time will be automatically excluded.

Interested persons can apply for the offer by filling in the [form](#) and sending your CV and cover letter, indicating the name of the offer to which you are applying and the reference **069-25**.

Selection calendar for the reference 069-25 process

Minimum 15 days	Publication and dissemination of the offer: IRBLeida website, Euraxess (for research staff), social networks, other employment websites depending on the position offered.
Maximum following 2 working days	Sending CVs to the Selection Committee
Maximum following 5 working days	Celebration of the Selection Committee <ul style="list-style-type: none"> - Interview to the candidates pre-selected - Assessment and Award Minutes of the Selection Committee
Maximum following 5 working days	Carrying out the administrative procedures necessary to formalise the employment contract.

Approximate start of the contract Immediate

Express selection process

In those cases, in which a worker must be replaced urgently, for example, to cover sick leave, because for scientific reasons the incorporation must take place on a specific day, because it is provided for in a resolution, etc., an express selection procedure may be followed.

This selection process will follow the same procedure as the ordinary one, but the duration of all phases of the process will be reduced, mainly the phase of publication of the job offer and submission of applications and the phase of evaluation and selection of personnel.

Regulation and regulatory principles

The hiring will be carried out in accordance with the provisions **of art. 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' **Statute Law**, in accordance with the provisions **of art. 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is considered, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men. IRBLleida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

The right to equal opportunities and treatment is considered, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to jobs, etc. inclusion in the community and independent life and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and

agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

Reservation of places for people with disabilities

In accordance with the provisions of Article 42 of Royal Legislative Decree 1/2013, of 29 November, approving the Revised Text of the General Law on the Rights of Persons with disability and its social inclusion, in this call a **percentage of no less than 2%** of the places is reserved to be covered by people who can prove a disability equal to or greater than 33%.

Applicants who wish to opt for this reservation must submit documentation accrediting their disability and, where appropriate, request the necessary adaptations for the selection tests.

If the reserved places are not covered due to a lack of applicants who meet the requirements, these will be accumulated in the general access places.

****The text of this document has been written in Catalan, Spanish and English, considering the three versions as official, but in case of conflict the Catalan version will prevail.**

IRB Lleida is committed to the principles of Merit-Based Recruitment and Transparency (OTM-R) in accordance with the HRS4R seal requirements

ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

President	Ms. Eva López, Manager of IRBLleida
	Dr. Joan Sayós, Deputy Director of IRBLleida
Members	Dr. Joaquin Bonelli, Head of Projects and Innovation at IRBLleida
	Ms. Anna Verdugo, Project Technician at IRBLleida
	Ms. Paloma Buj, Project Technician at IRBLleida
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department of IRBLleida

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	50 points
<ul style="list-style-type: none"> Postgraduate studies in Basic, Health or related Sciences 	20 points
<ul style="list-style-type: none"> Official postgraduate complementary studies in project management or related Up to 20 points <ul style="list-style-type: none"> Certified reduced training in management Projects or related - 10 points per training 	
<ul style="list-style-type: none"> Accredited English level C1 or higher 	10 points
Accredited professional experience	30 points
<ul style="list-style-type: none"> Work experience in international research project management <ul style="list-style-type: none"> 0-1 year: 5 points 1-2 years: 10 points >2 years: 15 points 	Up to 15 points
<ul style="list-style-type: none"> Work experience in justifying public aid <ul style="list-style-type: none"> 0-1 year: 5 points 1-2 years: 10 points >2 years: 15 points 	Up to 15 points
Competency test or interview	20 points
Criteria subject to value judgment will be assessed in accordance with the interview carried out	20 points
Maximum score	100 points

Applications that do not exceed 50% of the maximum score will be rejected

Data protection information clause

Data controller

Identity: **BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA**

CIF: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida E-

mail: protecciodedades@irblleida.cat

Purpose of data processing and storage

At the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE** (hereinafter referred to as **IRB LLEIDA**) we process the information you provide us as an interested party, to manage the processing of your CV and candidacy.

The data obtained will be kept for a period of up to 12 months, to cover future applications if they are not updated before or until there is opposition to their processing by the interested party.

Legitimacy for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE**.

Recipients of your data

Your data will be communicated to third parties and collaborators related to organization. Apart from these entities, your data will not be communicated to third parties.

Rights of the interested parties

The owners of the data processed by **IRB LLEIDA** have the right at all times to access their data, rectify them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. In addition, if you wish, you may request the portability of your data and limitation of its processing. In the latter case, we will only keep them for the exercise or defence of claims. It may also revoke the consent awarded in any moment.

To exercise these rights, you can contact **IRB LLEIDA** through the email protecciodedades@irblleida.cat. Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.