

 **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).



IRB Lleida 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.

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

Tasks to be carried out

The selected person will join IRBLeida to cover a position of international project technician for the Department of Projects and Innovation within the project **ILHERDA** subsidized with the *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 (2025 call)*, to comply with the objective envisaged within the ILHERDA project.

The selected person will carry out, among others, the following tasks:

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, in order 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 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 contained in the concession resolution; MICIU the acronym of the Ministry of Science, Innovation and Universities, AEI the acronym of the State Research Agency; and 10.13039/501100011033 the Agency's DOI (Digital Object Identifier).



It will be valued

Knowledge

- Complementary training in management and/or administration.
- Accredited English level B2 or higher.

Experience

- Work experience in management and/or administration (preferably in the scientific or health field).

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 €72,374.04.
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, as a result 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 submission period will end on February 24, 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 their CV and cover letter, indicating the name of the offer to which you are applying and the reference **008-26**.

Selection calendar for the process reference 008-26

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 has to 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 taken into account, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men. IRB Lleida 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 taken into account, 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.

In the event that 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/leida 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 IRBLeida
	Dr. Joan Sayós, Deputy Director of IRBLeida
Members	Dr. Joaquin Bonelli, Head of Projects and Innovation at IRBLeida
	Ms. Anna Verdugo, Project Technician at IRBLeida
	Ms. Paloma Buj, Project Technician at IRBLeida
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department of IRBLeida

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	40 points
<ul style="list-style-type: none">Complementary training in management and/or administration	30 points
<ul style="list-style-type: none">Accredited English level B2 or higher	10 points
Accredited professional experience	40 points
<ul style="list-style-type: none">Work experience in management and/or administration (preferably in the scientific or health field)<ul style="list-style-type: none">0-1 year: 10 points1-2 years: 20 points>2 years: 30 pointsIf any of the work experiences in management and/or administration have been in the scientific or health field: 10 points	Up to 40 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

