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|  PRINCIPE FELIPE CENTRO DE INVESTIGACION | FORMULARIO | D100-P-02-F-01 |
| | JOB OFFER | |
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Reference: P.M.01/2021

Position title: Project Manager

Group: Research Support Unit / Oncogenic Signalling Laboratory

Job description (function and tasks):

The selected candidate will work on project management tasks of the Oncogenic Signaling Lab. The main functions and tasks will be:

- Provide assistance in the coordination of the project associated tasks.
- Secure continuous follow-up of the development, execution and Budget expenditure providing assistance to the project management institutional services, the project leader and the working team.
- Provide support to the international action participants (consortium management).
- Maintenance of the project management tool.
- Manage invitations and grant letters.
- Manage reimbursement claims.
- Assistance in the preparation of the agendas for project meetings, minutes preparation and actions follow-up.
- Assistance in the preparation and implementation of the project and consortium meetings.
- Manage the preparation and delivery of scientific reports. to the Commission and generate them on time.
- Contribute to dissemination of project work, including the website, assist in communication and dissemination project activities.

Research Center description:

The Prince Felipe Research Centre, CIPF, was created to develop first-rate, competitive and internationally relevant research in the fields of Neurobiology, Advanced Therapies, Rare & Genetic Diseases, Molecular Mechanisms of Disease and Computational Genomics. The research centre, located in Valencia, occupies an area of 32,000 m² and it is equipped with the most advanced infrastructures, facilities and technological equipment.

Basic requirements of the position:

- High level English both spoken and written.
- High levels of precision and attention.
- Excellent organizational skills.
- Excellent interpersonal and communication skills within a multinational context, including diplomacy, discretion, and confidentiality.
- Outstanding in time management, including setting priorities and meeting deadlines.
- Able to work autonomously and proactively.
- Ability to work in a team.
- Customer-oriented, responsible and self-managed.
- Mastery of Microsoft Office tools and ease of working with new platforms.

- Availability to travel.

Merits:

1. University degree and/or project management specialization
2. High level of written and spoken English.
3. Knowledge of Microsoft Office tools.
4. Project Management Knowledge, knowledge of COST Actions will be an added value.

Valuation criteria:

1. University degree and/or project management specialization -20%
2. High level of written and spoken English -35%
3. Knowledge of Microsoft Office tools -35%
4. Experience in R&I project management -25%
5. Other merits. – 10%

Contract

- Salary Level: (Salary level as stipulated in the Convenio de Sanidad Privada de la Provincia de Valencia).
- Funding Source/Project: COST Action 'ProteoCure (A sound proteome for a sound body: targeting proteolysis for proteome remodeling' financiado por COST (European Cooperation in Science and Technology). Referencia: CA20113.
- Duration: 4 years
- Starting date: As soon as possible
- Working day: part time
- The deadline for receipt of resumes will be open until 26th November, 2021.



Funded by the Horizon 2020 Framework Programme of the European Union

Condiciones de trabajo:

CIPF offers work-family balance policies and the possibility of benefiting from flexible working hours.

The European Commission recognizes institutions that make progress in aligning their human resources policies to the 40 principles of the EU Charter & Code with the 'HR Excellence in Research Award'. Institutions can achieve this by using a customized action plan and human resources strategy.

The CIPF has committed to complying with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (EU Charter & Code) by developing its human resources strategy for researchers (HRS4R) and through its open, transparent, and merit-based recruitment policy (OTM-R).

The HRS4R supports research institutions and funding organizations in the implementation of the EU Charter & Code in their policies and practices. Research institutions that implement the

EU Charter & Code principles are rendered more attractive to researchers looking for a new employer or for a host for their own research project.

CIPF was awarded HRS4R recognition in July 2020 ([more information](#)).



Selection process:

The system will consist in the following phases:

- 1) Phase of compliance with the requirements established in the call. Only candidates with the essential requirements will be considered.
- 2) Merit valuation phase.
- 3) Interview phase (The 3 candidates with the highest score in the merit phase will go to the interview phase)

The selected candidates will go to the interview phase.

Basic and detailed information on the processing of personal data

Personal data controller: The data subject is informed that the VALENCIAN COMMUNITY FOUNDATION PRÍNCIPE FELIPE RESEARCH CENTER (hereinafter CIPF), with address at C / D 'Eduardo Primo Yúfera, number 3, 46012 Valencia, contact telephone number 963 289 680 and contact email address info@cipf.es is the responsible for the treatment of the data that you communicate to us in relation to this offer.

Users and data subjects may contact the data protection officer at the following email address: privacy@cipf.es

Legal basis and purposes for processing and storing your personal data: With legal basis in the consent that you grant us with the voluntary communication (i) of personal data; (ii) of those required in this offer as well as in your curriculum vitae and; (iii) where appropriate, from the information provided through the interviews and tests, all the data will be processed in order to store them in the CIPF employment exchange and contact the interested person to send the corresponding communications in the selection process opened through this offer. All personal data will be treated as one more element to be evaluated for decision-making related to the selection for the job, without any decision being made based solely on the automated processing of the data. Likewise, once the selection process for the position offered is completed, except for the exercise of the right of opposition by the interested person, all the personal data indicated will be processed by the CIPF, with legal basis in the legitimate interest of the CIPF, to store them in their employment exchange and have a network of contacts for science and research, in order to contact the person concerned about offers, selection processes and recruitment of personnel that may arise in the future.

Recipients of the data: Personal data will not be communicated to third parties, except legal obligation.

Personal data processors: Third parties in charge of the treatment may process the data of the interested person to provide services to the CIPF, following the instructions of the aforementioned Center, after signing a contract for the treatment with sufficient guarantees of security and confidentiality.

International transfers: They do not exist.

Data conservation period: The data will be kept by CIPF until the deadlines provided in the current regulations are completed, it is for the attention of possible responsibilities and legal obligations.

Exercise of rights regarding the processing of your personal data: The data subject can exercise his/her rights to request access, rectification, deletion, opposition, limitation to treatment, portability and not be subject to a decision based solely on the automated processing of personal data. In particular, the data subject can exercise his/her right to object to the processing of their personal data based on the legitimate interest of the CIPF. You also have the right to withdraw consent at any time, without affecting the legality of the treatment based on the consent prior to its withdrawal. For the exercise of these rights, the data subject can send a request to CIPF indicating the right they exercise and providing a double-sided photocopy of their ID or legal identification document of their identity, to any of the following addresses:

Postal: C / D 'Eduardo Primo Yúfera, number 3, 46012 Valencia Email: info@cipf.es

Likewise, the data subject is informed of the right to request the tutelage of the Spanish Agency for Data Protection C / Jorge Juan, 6, 28001 Madrid, 901100099 - 912663517 (www.agpd.es) in particular, when you consider that the data have not been obtained in satisfaction of your rights.

Prior to filing that request, you can contact CIPF through the data protection officer privacy@cipf.es.