



## JOB OFFER

### Title of the open vacancy

**International Projects Adviser**

### Characteristics

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**Internal Reference:** 074/2022

**Summary:** We are looking for a qualified professional for the Research Management Area, whose main function will be to advise on and draw up joint internationalisation strategies with the research staff, identify and promote funding opportunities, and help with the preparation of R&D+I grant and fellowship applications, especially for the programmes under the EC's Horizon Europe.

**Career development:** The candidate will receive training in relation to his/her job functions.

**Responsible:** Miriam Cruzado Caballero

**Department / Group:** Research Management Area

**Work Place:** Maimonides Biomedical Research Institute of Cordoba (IMIBIC), Av. Menéndez Pidal s/n, 14004 Córdoba, Spain.

**Number of open vacancies:** 1

**Professional group of the vacancy:** Técnico (Management staff)

**Project:** GNR.GP

**Contract financed by european funds?** No

**Conditions:**

<b>Salary</b>	According to FIBICO's wage scale for the professional group, minimum fixed salary from 25.000 € gross year (depending on the candidate strengths) + up to 10% of variable remuneration linked to achieving personal and organizational objectives.
<b>Type of contract</b>	Indefinite (6 months probation period)
<b>Working time</b>	100% (full time, 40 hours/week)
<b>Foreseen start date</b>	Oct 2022

### Main tasks

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- Develop and implement IMIBIC's multiannual internationalisation strategies together with IMIBIC Direction and Management.
- Identify and promote international R&D+I funding opportunities in the lines of research of the institute.



- Advise and develop together with the researchers internationalisation strategies and help them to find suitable funding opportunities, projects, and partners.
- Participate in the writing and revision of grant and fellowship applications, especially for projects funded by the Horizon Europe.
- Support researchers throughout the entire project cycle from application and submission, to the close of the projects.
- Follow up and report data and KPIs on the international activities of the institute to the management and direction.
- Develop, implement and monitor the institute's Human Resources Strategy for Researchers (HRS4R) together with the Quality and HR Units.
- Support Communication Unit in international affairs.

## Profile

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### Education:

- University degree

## Requirements

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### Minimum requirements:

- 1) University degree
- 2) Excellent level of spoken and written English and Spanish (self-declared or official certificate C1 of foreign language. Language skills will be tested in the interview phase)

**It is essential to send, together with the CV, the documentation proving that you meet the minimum requirements. Failure to comply with this requirement will mean that the application will not be included in the selection process.**

### Valued merits:

- 1) Experience in **promotion or management of international R&D+I projects** (0.5 points for each year of experience, up to a maximum of **2 points**).
- 2) Experience in **preparation or evaluation of international R&D+I projects**. (0.5 points for each year of experience, up to a maximum of **1 point**).
- 3) Experience in projects or other initiatives in the **biomedical field** (0.25 points for each year of experience, up to a maximum of **2 points**).
- 4) Relevant professional experience **abroad** (0.25 points for each year of experience, up to a maximum of **1 point**).
- 5) Motivation letter in English (fractions of 0.5 points, up to a maximum of **1 point**).



To properly evaluate the merits, the candidates should break down in months their professional and other relevant experience. CVs that do not clearly and specifically indicate the number of months of experience or other data related to valued merits, will not be evaluated.

## Selection process

At least **three highest ranked candidates** will be invited for a personal interview to assess the candidate's communication skills (including English level), aptitude for the job, and other skills.

Only candidates who fulfil at least 50% of the valued merits may be invited for an interview.

The evaluation of the CV and motivation letter counts max 7 points, and interview max 3 points.

After the resolution of the vacancy, and in case the selected person rejects the offer, the Selection and Evaluation Committee may award the contract to the next best-positioned candidate.

## How to apply

### Required documents:

Applicants have to include the following documents in their application:

1. Curriculum Vitae\*.

**\*Important:** To properly evaluate the experience, the candidates should **break down in months their professional and other relevant experience**. CVs that do not clearly and specifically indicate the number of months of experience or other data related to valued merits, will not be evaluated.

2. Documentation accrediting the fulfilment of the minimum requirements, and of the valued merits (if applicable)

3. Motivation letter (length max 1 A4)

### The required documents should be sent:

By email to [personal@imibic.org](mailto:personal@imibic.org).

Please indicate the Internal Reference 074 in the email subject. Applications that fail to do so will not be evaluated.

### Application period:

	Day	Month	Year	Time
<b>Opens</b>	29	september	2022	00.00 h
<b>Closes</b>	19	october	2022	23.59 h

**SELECTION AND RECRUITMENT**

*IMIBIC's recruitment and election policy is Open, Transparent and Merit-based (OTM-R), ensuring the recruitment of the most suited person for the job offered, guaranteeing equal opportunities and access for all, making the research career more attractive.*

*The person responsible for this recruitment declares that the person to be hired will not have any employment relationship with the SSPA nor will he/she carry out any healthcare work.*

**DATA PROTECTION**

*In accordance with the provisions of the current regulations on Personal Data Protection (RGPD 2016/679 and L.O.P.D.G.D.D. 3/2018) we inform you that the Responsible is the Foundation for Biomedical Research of Cordoba (FIBICO) with CIF G14825277. At FIBICO we process the information you provide us with the aim of evaluating your CV in order to cover the different job vacancies that arise in our organisation and, therefore, due to a legitimate interest, the data provided may be kept for the management of the call for applications and its administrative responsibilities. The publication of selection processes may be extended by 6 months, in order to ensure knowledge and access by interested parties.*

*You are reminded that under the provisions of Law 19/2013, of 9 December, on transparency, access to public information and good governance and Law 1/2014, of 24 June, on Public Transparency of Andalusia, the identification data and those necessary for the qualification and rating in calls for employment and / or contracts, may be published in the offices of the entity and its corporate website. You can exercise your rights of access, rectification, cancellation or opposition, etc., by writing to the Entity's contact address: Avenida Menéndez Pidal S/N (Edificio IMIBIC) 14004. [info@imibic.org](mailto:info@imibic.org); Telephone: 957 21 37 00. Data Protection Delegate [DPD@imibic.org](mailto:DPD@imibic.org). More information at [www.imibic.org](http://www.imibic.org). The data will not be passed on to third parties unless legally obliged to do so.*

*You can contact the Data Protection Delegate at the e-mail address [dpd@imibic.org](mailto:dpd@imibic.org) and you can exercise your right of guardianship before the Spanish Data Protection Agency [www.aepd.es](http://www.aepd.es).*

Córdoba, 29 of september, 2022

**Signed by the responsible**