PERSONES
PERSONAS
PEOPLE

IRBLleida
Institut de Recerca Biomèdica

WE ARE LOOKING FOR...

Project technician for transversal programmes

What do we offer?

Department	Projects and Innovation	
Type of contract	Indefinite for scientific and technical activities	
Home	Immediate	
Duration	Until 30/06/2029	
Working day	37.5 hours/week – full-time	
Category	To be determined based on experience and value, according to the levels of the salary table.	
Remuneration	Technician C1	€23,177.86
	Technician C2	€26,488.99

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.

CERCA Centres de Recerca de Catalunya

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 36 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.

In December 2014, the Institute for Research in Biomedicine of Lleida received the 'HR Excellence in Research' award from the European Commission. This 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

Management Technician.

Requirements

Those candidacies that do not comply with this point will be excluded

- Bachelor's degree in life sciences or equivalent qualification, related to the area you occupy.

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

Tasks to be carried out

The selected person will join the Projects and Innovation department of IRBLleida supporting those responsible for the Transversal Programs in the planning, structuring, deployment, monitoring and justification of activities. As well as identifying funding opportunities aligned with the objectives of national and, especially, international programs.

Some of the tasks to be carried out are:

- To contribute to the execution of the activities and positioning of the programmes.
- Coordinate the preparation of proposals associated with cross-cutting programmes, ensuring scientific coherence and alignment with calls. Special focus on internationalisation.
- To provide technical support to the research staff of the programme in the drafting of projects and in their presentation for joint opportunities of each of the programmes.
- Coordinate internal validation processes (pre-applications, expressions of interest, etc.).
- Follow up on resolutions and support in any allegations, in possible coordination with the CIAC.
- Participate in the processes, coordinated by the Innovation Unit, for the protection of results derived from the programmes (patents, trademarks, others).
- Manage relationships with companies that have a potential role in the development of cross-cutting programmes.
- To support the formalisation of contracts and collaboration agreements linked to the programmes, in coordination with the Legal Department.
- Propose and monitor programme performance indicators (scientific, economic and innovation).
- Manage the information associated with programs in corporate systems (Fundanet and others).
- Contribute to the preparation of reports, reports and institutional reporting.
- To promote interaction between research staff, units and external agents within each

programme.

- To support the organisation of events linked primarily to cross-cutting programmes and, occasionally, to other research areas of IRBLleida.
- Disseminate opportunities and results through internal and external communication actions in coordination with the Department of Communication.
- Participate in committees and governing bodies of cross-cutting programmes.
- Contribute to the definition and improvement of the processes associated with cross-cutting programmes (including NTPs).
- Collaborate in institutional initiatives to improve service and quality.
- To support, when necessary and in accordance with institutional priorities, other activities of the Institute's research groups related to the functional scope of the position.
- To collaborate in those administrative tasks entrusted to them by their manager, management or direction, with the aim of contributing to the achievement of the objectives of their area or department of IRBLleida.

It will be assessed.

Knowledge

- ✓ Master's degree in Life Sciences or Master's degree in project management or research management.
- ✓ Catalan and Spanish – Level C2
- ✓ English – Level B2

Experience

- ✓ Knowledge in application, processing and global management of projects in the public or private environment.
- ✓ Knowledge of public financing instruments.
- ✓ Knowledge of the treatment of scientific publications.
- ✓ Database processing.

Competences

- ✓ Ability to work in a team, communicate and coordinate with researchers and multidisciplinary teams.
- ✓ Autonomy, initiative and problem-solving skills in the field of clinical research.

Characteristics of the contract

- ✓ Indefinite contract for technical scientific activities, in accordance with the provisions of Article23 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 Decree2/2015, of 23 October, approving the revised text of the Workers' Statute Act.
- ✓ Financing of the activity: **Transversal programs of the IRBLleida.**
- ✓ Duration of the contract: In the project work programme, it is foreseen that personnel costs will be carried out approximately until 30/06/2029.
- ✓ 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 consult our training and development portfolio, 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 deadline for submission will end on November 20, 2026 at 2:00 p.m.

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

Interested parties can apply for the offer by filling out the form and sending your CV and cover letter, indicating the name of the offer to which you are applying and the reference **054-26.**

Calendar of the selection process with reference 054-26 (Indicative deadlines)	
Minimum 15 days	Publication and dissemination of the offer: IRBLleida website, Euraxess (for research staff), "REGIC" portal, social networks, other employment websites depending on the position offered.
Next 2 working days	Sending CVs to the Selection Committee

Next 5 working days	- Interview with the shortlisted candidates - Assessment and Award Minutes of the Selection Committee
Next 5 working days	Carrying out the administrative procedures necessary to formalise the employment contract
Approximate start of the contract	As soon as possible after the resolution of the selection process and the formalization of the contract.

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 Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act** and the rest of the regulations in force.

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. 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 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

IRBLleida guarantees equal opportunities for people with disabilities throughout the selection process. Candidates may request the reasonable accommodations or adjustments they need to participate in the tests or interviews, provided that they do not entail a disproportionate burden.

****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.**

IRBLleida 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
Members	Mr. Joaquín Bonelli, Head of the Department of Projects and Innovation
Secretary	Ms. Elena Moscatel, Head of the Department of People and Legal

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	**Maximum 40 points**
• Master's degree in Life Sciences or Master's degree in project management or research management.	Maximum 20 points
• Catalan and Spanish – Level C2	Maximum 10 points
• English – Level B2	Maximum 10 points
Accredited professional experience	**Maximum 40 points**
• Experience in application, processing and global management of projects in the public or private environment.	Maximum 10 points
• Experience of public financing instruments	Maximum 10 points
• Experience in the treatment of scientific publications	Maximum 10 points
• Experience in database management.	Maximum 10 points
Competency test or interview	**Maximum 20 points**
• Criteria subject to value judgment will be assessed in accordance with the interview carried out	Maximum 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 **IRBLLEIDA)** we process the information provided to us as an interested party, in order to:

a) Manage your candidacy and participation in the corresponding selection process, including the receipt and assessment of the documentation submitted, the performance of tests or interviews, communication with the candidate and the resolution of the process.

b) Check compliance with the participation requirements and assess the candidate's merits, experience, training and suitability for the job offered.

c) Manage, where appropriate, the formalisation of the employment relationship with the selected person.

d) To deal with possible claims, challenges or responsibilities arising from the selection process.

Legal basis of the processing

The legal basis for the processing necessary to manage the application and participation in the selection process is the application, at the request of the interested party, of pre-contractual measures, in accordance with Article 6.1.b of Regulation (EU) 2016/679, General Data Protection. Where the processing is necessary to comply with legal obligations applicable to IRBLleida, the legal basis shall be compliance with a legal obligation, in accordance with Article 6.1.c of Regulation (EU) 2016/679.

The retention of data to participate in future selection processes will be based on the express consent of the interested party, in accordance with Article 6.1.a of Regulation (EU) 2016/679. The candidate may withdraw this consent at any time, without this affecting the lawfulness of the processing carried out previously.

Data subject to processing

Identification and contact data, academic and professional data, information contained in the curriculum, cover letter and documentation accrediting the requirements and merits, as well as the data generated during the tests, interviews and assessments of the selection process may be

processed.
The candidate must provide only the appropriate, relevant and necessary data to participate in the selection process, and must refrain from including particularly sensitive information that is not necessary.

Retention period
Personal data will be kept for the time necessary to manage and resolve the selection process.
Once the process has been completed, the data will be duly blocked for the periods necessary to deal with possible claims, challenges or legal liabilities. After these periods, the data will be deleted.
When the candidate has expressly authorised the storage of their data for future selection processes, they may be kept for a maximum period of twelve months from the end of the process. After this period, the data will be deleted, unless the interested party renews their consent.

Recipients of your data
The data may be accessible by the members of the Selection Committee and by IRBLleida staff who have to intervene in the management of the process, only to the extent necessary to carry out their functions.
Providers who provide services to IRBLleida, such as management services, advice, IT support, data hosting or management of selection platforms, may also have access to the data, when they act as data processors and in accordance with the instructions of IRBLleida.
The data may be communicated to public administrations, judicial bodies or other bodies when there is a legal obligation or is required in the legitimate exercise of their powers.
No data communication to third parties other than those indicated is foreseen, unless they are necessary to comply with a legal obligation.

International transfers
International transfers of personal data outside the European Economic Area are not planned.
In the event that it is necessary to use providers that involve an international transfer of data, this will be carried out with the guarantees required by Regulation (EU) 2016/679 and the interested party will be informed when appropriate.

Automated Decisions
Decisions will not be made based solely on the automated processing of personal data that produce legal effects or significantly affect the candidate.

Mandatory nature of the data
The data identified as mandatory is necessary to manage the application and verify compliance with the requirements of the selection process.
Refusal to provide this data or the submission of incomplete documentation may make it

impossible to participate in the process or to properly assess the application.
Authorisation to keep the data for future selection processes is voluntary. Refusal to give this consent will not affect participation in the current call.

Rights of the interested parties

The candidate may exercise the following rights:

- access your personal data;
- request rectification when they are inaccurate or incomplete;
- request its deletion when the data is no longer needed;
- request the limitation of processing in the cases provided for by law;
- oppose the processing where appropriate;
- request data portability when the processing is based on consent or a contractual relationship and is carried out by automated means;
- withdraw the consent given to retain the data for future selection processes.

These rights can be exercised by sending a request to IRBLleida, at Avenida Alcalde Rovira Roure, no. 80, 25198 Lleida, or by email protecciodedades@irblleida.cat.
The application must indicate the right to be exercised and must include the necessary information to prove the identity of the applicant.

Complaint to the supervisory authority

If the interested party considers that the processing of their personal data violates data protection regulations, they may file a complaint with the Catalan Data Protection Authority, without prejudice to any other administrative or judicial remedy that they deem appropriate.

Data accuracy

The candidate guarantees that the data and documentation provided are true, accurate, complete and up-to-date, and undertakes to communicate any modification that occurs during the selection process.
When the candidate provides data of third parties, they must guarantee that they have sufficient legitimacy to communicate them and that the data subjects have been informed of the processing of their data.