

Vacant Position

SCIENTIFIC OFFICER

Genes and Disease Programme – Dr. Xavier Estivill Research Group

Enterprise

The Centre for Genomic Regulation (CRG) is an innovative centre for basic research created in December 2000 by initiative of the Innovation, Universities and Enterprise Department of *Generalitat de Catalunya* (Catalonia's Regional Government). The CRG is legally constituted as a non profit foundation and has the participation from the *Generalitat de Catalunya* through the Innovation, Universities and Enterprise Department (DIUE) and the Health Department (DS), as well as from the Pompeu Fabra University (UPF) and the Ministry of Science and Innovation (MICINN).

For more information visit our website www.crg.es

Post description

We are looking for a Scientific Officer with experience in biomedical research management to work under the supervision of Dr. Xavier Estivill, Head of the Genetic Causes of Disease Group. The Scientific Officer will provide support to the group in the management of international projects in the field of genomics medicine. Tasks will include:

- drafting reports and monitoring projects, particularly with respect to deadlines
- financing project management, supporting regular work planning and executing standard reporting activities and
- assistance for compiling grant applications and project coordination.

Candidate profile

Age: 25/40 years

Studies: Degree in Biology, Chemistry of Medicine. A Master in Business Administration or similar knowledge is required.

Languages: High level of written and spoken English is required. Catalan and/or Spanish will be an advantage.

Computer skills: High knowledge of Microsoft Office and other programmes for management.

Experience: Grant management and knowledge of international, public and private funding system is required.

Personality: We are looking for a hard-working and communicative person, with a great capacity for organization and teamwork skills.

Conditions

Estimated annual gross salary: Depending on the candidate profile.

Timetable: from 9:00 to 18:00 h with flexibility.

The interested candidates should send their CV with names of two reference persons to the e-mail address: rrhh@crg.es showing the reference GD-SO.