188_DIR_PMO_Doc

Job Reference

188_DIR_PMO_Doc

Position

Personnel Grants Manager and Documentalist

Data de tancament

Diumenge, 31 Desembre, 2017

JOB DESCRIPTION

About BSC

BSC-CNS (Barcelona Supercomputing Center – Centro Nacional de Supercomputación) is the National Supercomputing Facility in Spain and manages MareNostrum, one of the most powerful supercomputers in Europe. The mission of BSC-CNS is to investigate, develop and manage information technology in order to facilitate scientific progress. With this aim, special dedication has been taken to areas such as Computer Sciences, Life Sciences, Earth Sciences and Computational Applications in Science and Engineering.

Context and Mission:

We are looking for a candidate to perform a dual role within the BSC’s Project Management Office (PMO): on the one hand manage the centre’s personnel grants, with a particular focus on detection of opportunities preparation of proposals; and on the other, act as the centre’s documentalist, particularly regarding open access issues.

Key Duties:

- Identify and communicate appropriate funding opportunities regarding personnel grants
- Provide information on the application procedures for pre and post-doctoral competitive scholarships to BSC researchers
- Provide support to candidates applying for pre and post-doctoral scholarships at BSC
- Collaborate with the HR Unit in the management of the scholarships
- Help BSC researchers to implement the Open Access rules to publications, and ensuring that BSC research publications are available in institutional repositories within the requested deadlines
- Compile bibliographic data for the center, and helping in extracting indicators relative to research publications
- Provide support to BSC researchers to understand and respect rules and policies of scientific publishing.
- Provide support to BSC researchers for keeping their research CV and ORCID updated
- Provide help in the management of the scientific publications of BSC

**REQUIREMENTS**

**Education**

- University degree level or post-degree, preferably in Documentation management or similar disciplines

**Knowledge**

- Knowledge of the different personal pre and post-doctoral fellowships and scholarships granted by Agaur, MINECO and by the European Commission.
- Understanding of the Education and research system in Spain and familiarity with the rules that define Doctoral studies in Spain.
- At least 2 years of experience as Documentalist in a research center.
- Good knowledge of the standard bibliometric tools in research (eg WoS, Scopus), as well as experience in the implementation of the Open Access rules of the European Commission for the research publications and data management.

**Competences**

In order to be successful in this role the candidate should have:

- Very good written and spoken English
- Good communication skills
- Flexibility and capacity to adapt to peaks of heavier work
- Proactivity and capability to manage autonomously their daily activities.

**Conditions**
- A competitive salary will be provided, matched to the cost of living in Barcelona, depending on the value of the candidate
- Internal candidatures will be prioritized

Applications Procedure

Including:

1. Motivation letter and a statement of interest, including two recommendation letters or contacts.
2. A full CV including contact details.

Diversity and Equal Opportunity Employment

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

Source URL (retrieved on 25 des 2017 - 03:45): https://www.bsc.es/ca/join-us/job-opportunities/188dirpmodoc