23_DIR_PM_RDA

Job Reference

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Position

RDA Project Assistant

Data de tancament

Dissabte, 31 Març, 2018

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 500 staff from 44 countries.

Look at the BSC experience:

BSC-CNS YouTube Channel

BSC-CNS Corporate Video

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Context and Mission

The Project Assistant will be in charge of maintaining the national Spanish node of the Coordination and Support Action (CSA) that supports the Research Data Alliance (RDA) in Europe. Under the supervision of the Principal Investigator (PI) of the project, the RDA Project Assistant will manage the provision of scientific, infrastructural, and training services and activities in support of the Iberian node of the project, and will collaborate in promoting the Research Data Alliance in the region.
The role includes coordinating tasks, like planning and scheduling activities, as well as administrative duties: managing and updating the project documentation, reporting and handling of the necessary financial tasks. The activities will be carried out from the Barcelona Supercomputing Center.

**Key Duties**

- Planning the activities, public events and dissemination actions of the project
- Keeping the proposed activities under the scope and timeframe of the project
- Manage the available budget
- Liaising with stakeholders from the public and private sector, both from Spain and Portugal
- Participating in face-to-face and virtual meetings with the project partners and third parties
- Documenting and reporting the services and activities carried out
- Keeping records and filing all necessary documents
- Supporting the Principal Investigator (PI) in all his functions and activities in RDA (meetings preparation, travels, records, cost claims, etc.)

**Requirements**

- **Education**
  - Bachelor level, university or equivalent

- **Knowledge and Professional Experience**
  - Experience in project management, better if within European programmes
  - Knowledge of Portuguese would be a plus

- **Competences**
  - Ability to take initiative, prioritize and work under set deadlines pressure
  - Ability to work independently and in a team
  - Capacity to interact and build relations with different stakeholders
  - Good verbal communication skills in English and Spanish
  - Flexibility

**Conditions**

- The position will be located at BSC within the Directors Office – European Relations
- We offer full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, home office, fully support to the relocation procedures
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: ASAP
Applications Procedure

All applications must include:

- A motivation letter with a statement of interest, including two contacts for further references
- A full CV including contact details

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

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