**281_22_DIR_RSTD_PM**

**Job Reference**

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**Position**

Research Project Manager (AINA)

**Data de tancament**

Dilluns, 31 Octubre, 2022  
**Reference:** 281_22_DIR_RSTD_PM  
**Job title:** Research Project Manager (AINA)

**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 770 staff from 55 countries.

Look at the BSC experience:  
[BSCKNS YouTube Channel]  
Let's stay connected with BSC Folks!

**Context And Mission**

We are looking for a candidate to manage and coordinate an important new project on Artificial Intelligence technologies for the Catalan language. The project will include research activities, tendering and carrying out training and dissemination activities. This position will be based in the PMO of BSC's Research Support, Transfer and Dissemination area. The winning candidate will interact with the project's Principal Investigators and consortium members on a daily basis. Structurally he or she will report to the Head of RSTD.

**Key Duties**
• Project Coordination. Organise the projects resources in order to execute the project work plan on time and within budget.
• Carefully plan the use of resources and monitor the progress of work, anticipate possible problems and maintain excellent communication with the Principal Investigators, the consortium partners and with the Project Officer from the funding agency.
• Keep track of budget and effort spent.
• Organize and participate in consortium meetings, teleconferences, follow-up meetings with the ministry, reviews and other events.
• Prepare and submit high-quality periodic reports on time (collect and review consortium information). Follow the development of the project and implement a quality assurance process for deliverables. Ensure that deliverables are handed in on time and that project milestones are met.
• Work with the project PI's and BSC's Management dept. in order to procure the equipment necessary to carry out the project; this will include helping to write and manage tenders.
• Ensure that providers are carrying out the work assigned to them on training and dissemination activities.
• Monitor project risks and implement a risk mitigation plan if needed.
• Contract Management. Take the lead in negotiating, supervise the drafting and signing process of any necessary contracts ensuring that the interests of the BSC and its researchers are protected. Interface with BSC legal services, BSC researchers and external parties.
• Ensure compliance with all contractual obligations and help to resolve possible disputes between partners.
• Ensure that and relevant Intellectual Property resulting from the project is properly protected by liaising with the other members of the consortium and The BSC Technology Transfer Office.
• Collaborate to improve the operation of the project, RSTD and BSC in general by sharing best practice.

Requirements

• Education
  ○ University Degree
  ○ Related courses in project management and research project proposal preparation a plus.

• Essential Knowledge and Professional Experience
  ○ At least two year's experience in research project management.
  ○ Experience coordinating research projects funded by the Gencat or Spanish Plan Estatal as well as bilateral contracts with companies, would be an advantage.

• Competences
  ○ Fluency in Catalan essential
  ○ Excellent written and verbal communication skills
  ○ Willing to travel
  ○ Used to working autonomously and taking the initiative
  ○ Used to working under pressure with strict deadlines
  ○ Good report writing skills essential
  ○ Good skills in word processing, spreadsheets and presentation applications (Word, Excel and PowerPoint or equivalents)
Conditions

- The position will be located at BSC within the Directors Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- 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: August 2022

Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow this link

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.
OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.
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.
For more information follow this link

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