332_19_DIR_RSTD_DOCM

Job Reference

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Position

Documentalist/Fellowships and personal grants manager

Data de tancament

Diumenge, 12 Gener, 2020

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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 650 staff from 49 countries.

Look at the BSC experience:

BSC-CNS YouTube Channel

Let's stay connected with BSC Folks!

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 to act as the centre’s documentalist, particularly regarding open access issues for publications, on the other to manage the centre’s personnel grants, with a particular focus on detection of opportunities preparation of proposals and support to the Doctoral students and post-docs who apply to fellowships.

Key Duties
To 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 help in the management of the scientific publications of BSC.

To 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 (eg but not only: AGAUR-FI and Beatriu de Pinos, MINECO-FPI and FPU, Juan de la Cierva, and Ramon y Cajal etc), to collaborate with the HR Unit in the management of the scholarships.

Requirements

- **Education**
  - University degree level or post-degree, preferably in Documentation management, "biblioteconomía" (librarian sciences), or similar disciplines

- **Essential Knowledge and Professional Experience**
  - The candidate must fulfill at least one (and preferably more) of the following conditions
    - To know the mechanism of different personal pre and post-doctoral fellowships and scholarships granted by Agaur, MINECO and by the European Commission AND/OR
    - To be familiar with the Education and research system in Spain and with the rules that define Doctoral studies in Spain.
    - Experience as Documentalist in a research center, university or foundation or other research institution (0-2 years minimum). AND/OR
    - Provide evidence of knowledge of the standard bibliometric tools in research (eg WoS, Scopus), as well as having experience in the implementation of the Open Access rules of the European Commission for the research publications and data management (0-2 years minimum)

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

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: Temporary - 12 months renewable
- 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: 01/01/2019
Applications Procedure

All applications must include:

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

This position is reserved for candidates who meet the requirements and have the legal status of disabled persons with a degree of disability equal to or greater than 33%. In case there are no applicants with disabilities that meet the requirements, the rest of the candidates without declared disability will be evaluated.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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