Job Reference

342_19_DIR_RSTD_PMCS

Position

Research Project Manager (Computer Sciences)

Data de tancament

Diumenge, 12 Gener, 2020
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Job title: Research Project Manager (Computer Sciences)

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 manage and coordinate the full lifecycle of research projects within the BSC’s Project Management Office (PMO), with a focus on projects of the centre’s Computer Sciences Department, from the preparation of proposals to the execution and closing of projects. This position will report to the Senior Project Manager for the BSC’s Computer Sciences department.

Key Duties
Detect, communicate and explore funding opportunities for the assigned research groups, and agree
and help the department’s Senior Project Manager to maintain a call calendar in order to ensure proper
planning of proposals.

Proposal Management. Take the lead on the definition and writing of the management section of
project proposals where relevant and coordinate contributions from other partners regarding use of
resources, budget, project governance etc. Contribute to other sections of the proposal where needed,
including the impact section. Ensure that administrative requirements of proposals are met (eligibility etc.).

Contract Management. Take the lead in negotiating, supervise the drafting and signing process of
contracts (consortium agreements, NDAs, grant agreements, contracts with companies etc.) ensuring
that the interests of the BSC and its researchers are protected. Interface with BSC legal services, BSC
researchers and external parties.

Project Coordination. Carefully plan the use of resources and monitor the progress of work, anticipate
possible problems and maintain excellent communication with the Principal Investigator and with the
Project Officer or equivalent from funding agencies. Keep track of budgets and effort spent. Organize
and participate in consortium meetings, teleconferences, reviews and other events. Prepare and submit
high-quality periodic reports on time (collect and review consortium information). Ensure compliance
with contractual obligations and help to resolve possible disputes between partners.

Others. Collaborate to improve the operation of the PMO by sharing best practice. Take responsibility
for specific BSC research groups and establish a good relationship with the group leaders and other
researchers in the group to help them achieve their aims.

Requirements

Education
- University Degree (Some relation with Engineering and Computer Science might be an
  advantage).
- Related courses in project management and research project proposal preparation a plus.

Essential Knowledge and Professional Experience
- At least one year of experience in European research project management.
- Experience coordinating research proposals and projects funded by the Framework Programme
  of the European Commission, the Spanish Plan Estatal as well as bilateral contracts with
  companies, would be an advantage.

Competences
- Fluency in English 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 (in English).
- 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: Temporary - 2 years 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: ASAP

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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