396_21_DIR_RSTD_PMES

Job Reference

396_21_DIR_RSTD_PMES

Position

Research Project Manager (Earth Sciences)

Data de tancament

Dilluns, 15 Novembre, 2021
Reference: 396_21_DIR_RSTD_PMES
Job title: Research Project Manager (Earth 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 700 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 Earth 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 Earth 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
  - Related courses in project management and research project proposal preparation a plus

- Essential Knowledge and Professional Experience
  - At least three years 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 - 5 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: 01/12/2021

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 of rejection of their profile.

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
Barcelona Supercomputing Center - Centro Nacional de Supercomputación