463_21_DIR_ET_TO

Job Reference

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Position

Training Officer

Data de tancament

Dilluns, 31 Octubre, 2022
Reference: 463_21_DIR_ET_TO
Job title: Training Officer

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:
BSC-CNS YouTube Channel
Let's stay connected with BSC Folks!

Context And Mission

We are looking for a Training Officer to work in the Education and Training Team of BSC.

The Education and Training Team is responsible for coordination of the training and education activities, conduct of the educational research and development of opportunities for collaboration with other leading High-Performance Computing (HPC) and Supercomputing centers in the areas of education, training and mobility.

The main responsibility of the position will be to ensure the smooth and effective functioning of the activities of the department, including all the events organized. Also, she/he will provide an administrative
support for all the international programs/projects that the department is involved in.

Key Duties

- Provide support to the department and manage the communication with students, participants, lecturers and administration
- Prepare and support meetings and training events for different audiences
- Support the organization of other activities of the Education & Training department
- Provide support to the international projects that the Education & Training department is being involved in
- Provide support to the proposal preparation of international projects
- Submit timely reports and prepare presentations/proposals as assigned
- Maintain close contact with the team through regular meetings and teleconferences
- Manage in-house training facilities

Requirements

- Education
  - University degree
- Essential Knowledge and Professional Experience
  - At least 2-3 years of experience in training and event organization
  - Experience with supporting projects funded by the Framework Programme of the European Commission would be an advantage
  - Excellent spoken and written languages knowledge: English, Spanish
  - Knowledge of scientific and IT topics would be highly appreciated
  - Strong skills in word processing, spreadsheets and presentation applications (Word, Excel and PowerPoint or equivalents)

- Competences
  - Excellent organization skills to handle multiple assignments
  - Excellent written and verbal communication skills
  - Ability to work both independently and to coordinate closely with a team
  - Ability to take the initiative, prioritize and work to deadlines
  - Attention to detail

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: as soon as possible
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

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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