556_23_DIR_PM_PMO

Job Reference

556_23_DIR_PM_PMO

Position

Research Project Manager - Computer Applications in Science and Engineering (CASE)

Data de tancament

Diumenge, 31 Desembre, 2023
Reference: 556_23_DIR_PM_PMO
Job title: Research Project Manager - Computer Applications in Science and Engineering (CASE)

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, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. 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 900 staff from 55 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
Let's stay connected with BSC Folks!

We are particularly interested for this role in the strengths and lived experiences of women and underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research.

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 European and National projects of the CASE 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 CASE department. The winning candidate will interact with the project’s Principal Investigators and consortium members on a daily basis. Structurally, he/she will report to the Senior Research Project Manager.

**Key Duties**

- **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.
- **Follow the development of the project and implement a quality assurance process for deliverables.** Prepare and submit high-quality Periodic Reports on time (collect and review consortium information). Ensure that deliverables are handed in on time and that project milestones are met.
- **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 the use of resources, budget, project governance, etc. Contribute to other proposal sections 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 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.
- **Others.** Collaborate to improve the operation of the PMO by sharing best practices. Take responsibility for specific BSC research groups and establish a good relationship with the group leaders and other researchers to help them achieve their aims.

**Requirements**

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

- **Essential Knowledge and Professional Experience**
  - At least one year of experience in research project management or handling public grants.
  - Experience coordinating research projects funded by the European Commission, the Agencia Estatal de Investigación, and bilateral contracts with companies would be an advantage.

- **Additional Knowledge and Professional Experience**
  - Willing to travel (1-2 times per year)
  - Fluency in Spanish and English essential

- **Competences**
○ Excellent written and verbal communication skills
○ Used to working autonomously and taking the initiative
○ Used to working with deadlines
○ 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 Management Department
- We offer a full-time contract (37.5h/week), a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, restaurant tickets, private health insurance, support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- Holidays: 23 paid vacation days plus 24th and 31st of December per our collective agreement
- 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: January or February (ASAP)

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 a 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