

JOB DESCRIPTION

Ref: 183_DIR_PMO_Rpm

Job Title: Research Project Manager

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 500 staff from 44 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

[BSC-CNS Corporate Video](#)

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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 Science Department, from the preparation of proposals to the execution and closing of projects.

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 EC Project Officer. 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.
- **Detect, communicate and explore funding opportunities** for the assigned research groups, and agree and maintain a call calendar with the group leaders 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.
- **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 (Computer Science Telecommunications or Engineering, would be an advantage)

- Related courses in project management and research project proposal preparation a plus

- Knowledge and Professional Experience
 - At least 3 years' experience in 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, will 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 Project Management Office
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- 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 motivation letter with a statement of interest, including two contacts for further references
- A full CV including contact details

Please, apply at: <https://www.bsc.es/join-us/job-opportunities/183dirpmorpm>

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.