

JOB DESCRIPTION

Ref: 143_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 460 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 and proposals of groups within the Computer Applications in Science and Engineering Department (CASE). The position will be based in BSC's Project Management Office (PMO).

BSC's Project Management Office is responsible for: detection, communication and exploration of funding opportunities; project proposal and contract preparation; project negotiation; management of collaborative projects coordinated by BSC; managing contracts with companies and legal aspects of non-BSC-coordinated EU-funded projects in the execution phase.

Key Duties

The successful candidate will be in charge of:

- **Funding Opportunities:** detection, communication and exploration of funding opportunities (networking, infodays etc.)
- **Proposal Management:** ensure that administrative requirements of proposals are met (eligibility etc.) Take the lead on the definition and writing of the management section of project proposals where necessary 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
- **Contract Management:** take the lead in negotiating, supervise the drafting and signing process of contracts (consortium agreements, NDAs, grant agreements, contracts with companies etc.) with the least possible delay while ensuring that the interests of the BSC and its researchers are protected
- **Project Monitoring and Reporting:** in BSC coordinated projects, carefully monitor the progress of work both of the BSC and project partners. Keep track of budgets and effort spent, and compile and coordinate project reporting. Prepare and submit high quality periodic reports on time. Represent the BSC and the project consortium at official project reviews and wherever necessary. Maintain project information up to date in BSC project database.

- **Others:** collaborate to improve 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 (an technical/engineering degree may be an advantage)
 - Postgraduate and specific relevant courses a plus
 - PhD in physics, mathematics or engineering a plus
- Knowledge and Professional Experience
 - At least two or three years' experience in research project management or administration
 - Experience in management of research projects funded by the Framework Programme of the European Commission
 - Experience in writing and managing project proposals in a research center will be a plus
 - Good knowledge of national and especially European R&D funding programmes
 - Available to travel
- Competences
 - Excellent written and verbal communication skills in English
 - Ability to take initiatives, prioritize the tasks and work under set deadlines
 - Ability to work both independently and within a multicultural team
 - Good interpersonal skills are essential

Conditions

We offer a full-time contract, a good working environment and flexible hours. Salary will depend on the qualifications and experience of the candidate.

Applications Procedure

If you want to apply please visit our webpage at: <https://www.bsc.es/join-us/job-offers/job-offers-list/143pmorpm> or send email to our HR Department at: rrhh@bsc.es

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.