

218_25_DIR_P MID_RPM

Job Reference

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Position

Research Project Manager

Fecha de cierre

Sábado, 15 Marzo, 2025

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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, 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 1000 staff from 60 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. In instances of equal merit, the incorporation of the under-represented sex will be favoured.

We promote Equity, Diversity and Inclusion, fostering an environment where each and every one of us is appreciated for who we are, regardless of our differences.

If you consider that you do not meet all the requirements, we encourage you to continue applying for the job offer. We value diversity of experiences and skills, and you could bring unique perspectives to our team.

Context And Mission

Managing the full lifecycle of research projects within the BSC's Project Management Office (PMO), with a focus on European and National projects, from the preparation of proposals to the execution and closing of projects. This position will report to the Senior Project Manager.

The winning candidate will autonomously 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, Biology 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 3 years 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 Directors 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: March

Applications procedure and process

All applications must be submitted via the BSC website and contain:

- A full CV in English including contact details
- A cover/motivation letter with a statement of interest in English, clearly specifying for which specific area and topics the applicant wishes to be considered. Additionally, two references for further contacts must be included. Applications without this document will not be considered.

Development of the recruitment process

The selection will be carried out through a competitive examination system ("Concurso-Oposición"). The recruitment process consists of two phases:

- **Curriculum Analysis:** Evaluation of previous experience and/or scientific history, degree, training, and other professional information relevant to the position. - **40 points**
- **Interview phase:** The highest-rated candidates at the curriculum level will be invited to the interview phase, conducted by the corresponding department and Human Resources. In this phase, technical competencies, knowledge, skills, and professional experience related to the position, as well as the required personal competencies, will be evaluated. - **60 points**. *A minimum of 30 points out of 60 must be obtained to be eligible for the position.*

The recruitment panel will be composed of at least three people, ensuring at least 25% representation of women.

In accordance with OTM-R principles, a gender-balanced recruitment panel is formed for each vacancy at the beginning of the process. After reviewing the content of the applications, the panel will begin the interviews, with at least one technical and one administrative interview. At a minimum, a personality questionnaire as well as a technical exercise will be conducted during the process.

The panel will make a final decision, and all individuals who participated in the interview phase will receive feedback with details on the acceptance or rejection of their profile.

At BSC, we seek continuous improvement in our recruitment processes. For any suggestions or comments/complaints about our recruitment processes, please contact