

[261_25_DIR_P MID_RGPM](#)

Job Reference

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Position

Research Grants Project Manager (Project Management Office)

Fecha de cierre

Miércoles, 30 Abril, 2025

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Job title: Research Grants Project Manager (Project Management Office)

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

We are looking for a candidate to manage and coordinate the full lifecycle of research projects within the BSC's Project Management Office (PMO). This role will focus on coordinating and managing the EVITA project, managing projects and contracts of the area of Computational Social Science and Humanities (CSSH) and supporting pre-award and post-award activities.

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.
- **Financial Management.** Keep the consortium informed about payments and collect necessary financial data. Overview and organize the distribution of payments. Ensure that all bank transfers, including pre-financing, interim, and final payments, are completed accurately.
- **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.
- **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. Interface with BSC legal services, BSC researchers and external parties.
- **Detect, communicate and explore funding opportunities.** Participate in the preparation of european and national proposals and ensure timely submission.

Requirements

- **Education**
 - University Degree
 - Background in Social Sciences is a plus
- **Essential Knowledge and Professional Experience**
 - At least two years experience in research project management or similar position
- **Additional Knowledge and Professional Experience**
 - 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, may be an advantage
 - Fluency in Spanish and English essential
- **Competences**
 - 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 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: April 2025

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