Vacancy advertisement - Project Manager

(Digital infrastructure / Research IT focus)

The Consortium of European Social Science Data Archives (CESSDA) is a pan-European distributed research infrastructure (ERIC) that provides large-scale, integrated and sustainable data services to the social sciences research community to conduct high-quality research and contribute to solutions to major societal challenges.

CESSDA has 22 member countries and is a Landmark on the European Strategy Forum on Research Infrastructures (ESFRI) Roadmap, a part of the SSHOC (Social Sciences and Humanities Open Cluster) and contributes to the build-up of the European Open Science Cloud (EOSC).

The Main Office supports its Members, Service Providers and international partners and initiates, coordinates and aligns strategic activities.

Job title	Project Manager
Contract	Fixed-term contract for three (3) years
Hours	Full-time (37,5 hours per week)
Responsible to	Head of Project Management
Job location	CESSDA ERIC Bergen, Norway
Working language	English
Information	https://www.cessda.eu/

Role

The Project Manager supports the Head of Project Management in all stages of the successful administration and management of EC and other grants. He/she ensures effective administration and implementation of an allocated portfolio of contracted EC projects or other types of contracts. He/She also contributes to the alignment of technical project deliverables with CESSDA's strategic objectives. The Project Manager represents CESSDA in diverse project meetings and contributes to its reputation and visibility.

This is an excellent opportunity to contribute to the development of an international research infrastructure at the intersection of social science and digital research infrastructure. A solid understanding of digital infrastructures, data services or IT-based research environments is highly desirable to navigate and participate in technology-related tasks effectively.

Responsibilities

EC Projects

Coordinate the implementation of projects' tasks assigned to CESSDA team members of all divisions:

- Monitor and review project plans, resources, deliverables, goals and milestones.
- Perform risk management and propose contingency measures and adaptations to achieve project goals.
- Contribute to tasks and work packages allocated by, e.g. drafting deliverables, plans, and financial and technical reports as needed.
- Support the acquisition of projects and the proposal submission process.
- Represent the CESSDA MO in project meetings.
- Contribute to CESSDA's visibility through outreach activities for different audiences.
- Create and maintain comprehensive project documentation.

Internal Projects

Contribute to tasks related to CESSDA internal funding processes:

- Contribute to CESSDA work plans or other contracts by supporting the implementation of processes, supporting Service Providers with guidelines and reporting, and other administrative activities.
- Other duties within the scope of the contracted projects' implementation.

Qualifications and Experiences

- Academic degree - Master's in management, business administration, information systems, data science, IT or social sciences and humanities (or equivalent academic qualification).
- Relevant professional qualifications with a minimum of three years of experience in Project Management or participation in the implementation of European Commission (EC) Framework Programmes, or equivalent.
- Alternatively, experience in collaborating on projects involving digital services, research IT, or data platforms.
- Able to prioritise in long-term planning.
- Experience in coordination and communication across partners from different organisations and countries.
- Excellent communication skills in English and the ability to adapt messages to fit the needs of a variety of audiences.
- Sensitivity to privacy and confidentiality issues, application of GDPR rules.
- Willingness to travel when required.

Assets

- Good knowledge of EC project lifecycle and procedural requirements, design/management methodologies is a strong asset.

- Ability to bridge communication between technical and non-technical stakeholders
- Familiarity with IT concepts relevant to research infrastructures (e.g., metadata standards, data repositories, APIs, or distributed data access) is a strong asset.

Desired skills

- Critical and analytical skills
- Ownership and result-oriented
- Ability to work in a fast-paced environment independently
- Team player
- Adaptability

What we offer

- Exposure to an international environment and the opportunity to make one's mark and contribute to the shaping of the ERA and European Research Infrastructure landscape in the domain of digitised Social Sciences.
- Salary in line with similar roles in the public sector in Norway; final salary dependent upon the work experience of the successful candidate.
- Opportunity to work closely with IT systems and standards that underpin European research data services in the context of EC and internally funded projects.
- Exposed to a broad network in the consortium around Europe;
- Being part of an experienced EU project coordination team;
- Opportunity for developing professional skills;
- Private Health insurance;
- AFP (early retirement) Premium pension scheme;
- Friendly working environment and the chance to contribute to projects of positive societal impact;
- The central location of the Office regarding the Bergen city centre and the airport.

Diversity & Inclusion

At CESSDA ERIC, we are committed to cultivating and preserving a culture of inclusion and connectedness. We value diversity in backgrounds and experiences. This is reflected in our largely diverse and inclusive community of partners and employees. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, culture, ethnicity, gender identity and expression, nation of origin, age, colour, religion, disability, sexual orientation and beliefs.

Application Process

- To apply, send a letter of motivation that describes your qualifications, experience, and specific outlook for the post, with the names of two referees or reference letters and a CV **in a single PDF**, to cessda@cessda.eu. All documents have to be **in English.**
- The vacancy is open until filled.

- Short-listed candidates will first be interviewed virtually. Successful candidates will be invited to an in-person meeting in Bergen, Norway.

For general information, please contact:

- Nina Bakanova, Organisation Support Assistant, nina.bakanova@cessda.eu, phone: +47 401 00 964.

For information on the post and requirements, please contact:

- Martina Drascic Capar, Head of Project Management, martina.drascic@cessda.eu.