



## Vacancy advertisement - Project Manager

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 is composed of 22 member countries. CESSDA is a landmark on the European Strategy Forum on Research Infrastructures (ESFRI) Roadmap, 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 a period of three years with the possibility of a permanent contract
Hours	Full-time (37,5 hours per week)
Responsible to	Director of CESSDA ERIC and the Head of Project Management
Job location	CESSDA ERIC Bergen, Norway
Working language	English
Information	<a href="https://www.cessda.eu/">https://www.cessda.eu/</a>

### Role

The Project Manager supports the Head of Project Management in all stages of the successful administration and management of EC grants. He/she ensures effective management and implementation of a portfolio of currently contracted EC projects. The Project Manager will represent CESSDA in project meetings and contribute to CESSDA's visibility during the project's implementation.

This is an excellent opportunity to contribute to the development of an international research infrastructure at the interface of scientists, service providers and member states' representatives.

### Responsibilities

- Coordinate the implementation of projects' tasks assigned to CESSDA Service Providers and/or colleagues of CESSDA Main Office (MO), e.g., from IT, communication, and finance to ensure successful delivery.
- Monitor and review project plans, budgets, deliverables, goals and milestones.



- Perform risk management and propose contingency measures and adaptations to achieve project goals.
- Contribute to tasks and work packages and represent the CESSDA MO in project meetings. Draft deliverables, plans, and financial and technical reports.
- Contribute to CESSDA visibility through outreach activities, engagement of stakeholders across Europe and material for different audiences, including senior management and external stakeholders.
- Other duties required by the Head of Project Management and in the scope of the contracted projects implementation.

### **Qualifications and Experiences**

- Academic degree Master in management, business administration, social sciences, humanities or equivalent academic qualification.
- Relevant professional qualifications with a minimum of three years of experience in Project Management in Framework Programmes or other funding programmes and/or participation in the management and implementation of H2020 projects.
  - Good knowledge and understanding of EU procedures and project design/management methodologies
  - Experience in setting priorities in long-term planning.
  - Experience in coordination of and communication across partners from different institutions and/or organisations and/or countries.
- Excellent communication skills in English and ability to adapt messages to fit the needs of a variety of audiences.
- Sensitivity to privacy and confidentiality issues, application of GDPR rules.
- Ability to work in a fast-paced environment independently.
- Ability and willingness to travel when required.

### **Desired skills**

- Critical and analytical skills
- Ownership and result-oriented
- 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 the 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.
- Hands-on experience with EU-funded projects and core project management activities.
- A broad network in the consortium and with data experts 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 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 name of two referees or reference letters and a CV in a single PDF, to [cessda@cessda.eu](mailto:cessda@cessda.eu). All documents have to be in English.
- The vacancy is open until filled.
  - Short-listed candidates will be first interviewed virtually. Successful candidates will be invited to Bergen, Norway.

### **For general information, please contact:**

- Nina Bakanova, Executive Assistant, [nina.bakanova@cessda.eu](mailto: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](mailto:martina.drascic@cessda.eu).