

## **JOB TYPE: Peer-Review Officer**

- Job title
  - Peer-Review Officer
- Organization
  - Example Research Centre (ERC), Department of Advanced Computing
- Country
  - Switzerland
- Job field
  - Research funding
- Career level
  - Senior administrative staff
- Contract type
  - Post is available from March 1<sup>st</sup> 2017. Employment via a 5 year full time contract with 3 month probationary period. Normal working time is 40 hours per week, but may range from 20 to 60 hours. Normal working hours are 9h to 17h. Staff is entitled to 20 days annual leave.
- Salary level
  - Projected starting salary is 38,000 EUR after taxes and health/social insurance contributions, depending on level of education.
- Required education or background
  - Degree level education in a science subject, preferably with a modelling or HPC-related PhD.
- Required skills and certifications
  - Excellent written and spoken English;
  - Experience of project management processes;
  - Proven organisational skills;
  - Ability to work as part of a team;
  - Ability to work on own initiative;
  - Advanced Excel skills (i.e. experience of data analysis);
  - Ability to interact with technical teams e.g. to define requirements for peer review tool, etc.
- Job description
  - Preparing and implementing Calls for Proposals: Drafting the terms of reference of each Call; Preparing a plan setting out the timing of each element of the call and the milestones to be met. Acting as the main interface between applicants and ERC in matters relating to peer review, in particular providing support and assistance to the applicants in completing the proposal forms, and delivering feedback from the scientific and technical reviews to them.
  - Administration of the Peer-review Process: Performing an administrative check on all proposals; Selection of reviewers and management of the review timetable. Identification of reserve reviewers; Liaising with the HPC Centres for the technical review; Distribution of the proposals among scientific area; Assigning reviewers to each proposal and managing the review process. Performing a quality check of the reviews; Communicating results to the applicants, centres and HM representatives and providing them with feedback about decisions on request; Interaction with the lead scientists (Principal Investigators) of awarded projects e.g. to manage requests for extensions, collect in final reports etc.; Maintenance of a database of all scientific

output (publications, thesis, presentations...) of completed ERC awards, as listed in the final report.

- Management of the Experts and distributed resources databases: Maintenance of the database of potential reviewers; Maintenance of the database of submitted proposals, their reviews, reviews outcomes, final reports; Creation of a country performance table and country data statistics per scientific area to each ERC member, after each Call; Undertaking additional data analysis on demand for the management or third parties.
- Communications and Reporting: Providing tailored information for press releases or reports, in response to requests from the ERC Communications Officer; Preparing quarterly reports for the management and the institutional annual report.
- Division of responsibilities (approximate):
  - 40%: Administration of the Peer-review Process
  - 30%: Communications and Reporting
  - 20%: Preparing and implementing Calls for Proposals
  - 10%: Management of the Experts and distributed resources databases
- Application procedure
  - Please send your CV and application letter to HR[at]example-link.ch with reference "Peer-Review Officer" by 1 Jan 2017, 12:00 (noon) CEST
  - Only shortlisted candidates will receive a reply.
- Deadline for application
  - We are accepting applications by January 1<sup>st</sup> 2017
- Key words
  - Peer review, project proposals, calls, tenders, HPC