

JOB TYPE: Project Manager

- Job title
 - Project Manager
- Organization
 - Example Research Centre (ERC), Department of Advanced Computing
- Country
 - Switzerland
- Job field
 - Manage technology transfer and research projects at ERC, for academic and commercial clients both within and without the University.
- Career level
 - Junior management staff
- Contract type
 - Post is available from March 1st 2017. Employment via 3 year full time contract with 6 month probationary period. Normal working time is 40 hours per week, flexible working hours are possible. Staff is entitled to 24 days annual leave.
- Salary level
 - Projected starting salary is 40,000 EUR after taxes and health/social insurance contributions.
- 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;
 - At least 3 years' experience of project management processes, including planning, tracking and risk assessment.
 - High quality technical programming and design skills and experience of HPC or novel computing.
 - Significant line management experience;
 - Ability to work on own initiative;
 - Competences in negotiation, scheduling, cost control, risk management, coaching, cost management and quality management.
- Job description
 - You will have the opportunity to work at a world-renowned leader in advanced computing based in Geneva, leading teams of world-class scientists and developers, and meet Europe's top scientists in the field of High Performance Computing. We offer excellent working conditions and great opportunities for professional advancement and training.
 - Represent the ERC to external academic and commercial clients, funding bodies such as the EU, and in project technical fields, for instance at conferences, workshops and by general contacts.
 - Plan detailed project work up to 18 months ahead, taking into account internal and external factors (for instance rearranging project schedules to account for late delivery of third-party software). Plan detailed team activities and supervise teams on a weekly basis. Plan external meetings, reviews and workshops as required.
 - Contribute to generation of funding for new projects through coordinating bids and/or work plans.

- Work with the project team to solve technical and design problems.
- Negotiate with external collaborators and clients to understand and prioritise goals and requirements.
- Perform detailed risk analysis and produce active risk management plans for projects.
- Decide how best to deploy resources – staff, computing resources, cash budgets – within a project to meet changing requirements. Decide on necessary trade-offs within a project, for instance between time and scope.
- Job-holder has 5 line staff and up to 6 project staff reporting directly within ERC.
- ERC funding is self-generated and the job-holder must ensure that their projects operate successfully within the financial constraints.
- Job holders have a large degree of autonomy working with external clients and thus a significant amount of responsibility.
- Work involves approximately 3 months of travel annually, within Europe.
- Division of responsibilities (approximate):
 - 35%: Managing novel technology projects so that results are delivered to external clients in a timely fashion and within budget.
 - 25%: Providing technical leadership on projects to ensure best practice and effective technology solutions are employed.
 - 20%: Communicate effectively with collaborators, clients and students to disseminate knowledge and enhance the reputation of ERC.
 - 20%: Provide Quality Assurance for project deliverables to ensure customer satisfaction.
- Application procedure
 - Further job vacancy details and application procedure are available at <http://example-link.org>
- Deadline for application
 - We are accepting applications by February 1st 2017
- Key words
 - project management, line management, technology projects, academia, research and development, HPC