



You are looking for an employer you can count on? Join us!

EU Project Manager / Science Manager (f/m/d)

Your Role and Responsibilities:

The EU project manager will join Research Coordination and Support (RCS) team of LRZ, which supports LRZ researchers and third-party funded projects. The project manager will be assigned to the OpenWebSearch (OWS) project which won EC funding. In cooperation with project management team and project coordinator, you will be responsible for Project Management, Controlling and Quality Assurance tasks ensuring successful and timely execution of planned scientific-technical and administrative work of the project, as defined in the respective grant and consortium agreements. Namely:

- Monitoring the technical progress against the milestones and the deliverable deadlines;
- Managing project timing, budget and quality, activating change management and risk management processes when necessary;
- Coordination of deliverable acceptance after quality control review;
- Ensuring the timely submission of all deliverables, especially, project reports;
- You will be a primary contact point to the project coordinator, partners and stakeholders, regularly informing the consortium on project news (e.g., efforts, budget, schedule);
- You will advise and support the researchers involved as well as LRZ administration in management and administration of the project, provide project statistics and other information;
- You will co-organize thematic workshops, meetings, prepare relevant project documents (e.g., agendas, minutes) for the consortium and coordinate the preparation of reports for the EU.

Additionally, the following is envisaged:

- Supporting fundraising activities for further extension of the project towards establishment of the OWS project-ecosystem;
- Preparing and providing materials for training of academic partners, if needed for the project;
- Supporting other related projects and initiatives (within the project-ecosystem);
- Participating in developing and establishing science and grant management methodologies and other RCS actions and projects as full RCS team member focusing on post-award stage of project life-cycle.

Basic Qualifications:

- Experience in management of European projects (FP7, H2020) and SEDIA;
- Acquaintance with Horizon Europe funding program of the EC;
- Very good understanding of European funding ecosystem;
- Good understanding of science management topics and concepts;
- Strong command of the English language and academic writing;
- Communicative and social competence, especially negotiation and teamwork skills;
- Flexibility and strong academic orientation;
- Ability of working independently in terms of strict deadlines;

- Excellent organizational skills and interest in Research & Development (R&D) project execution.

Preferred Qualifications:

- Experience with the acquisition and coordination of third-party funded European projects;
- Academic background, preferably in ICT (e.g., Digital infrastructures, Cloud);
- Knowledge of international academic systems due to own experience in the profession or during studies at a university abroad;
- German language skills;
- Knowledge of Open PM² project management methodology;

Area	Research Unit
Working time	full time (40,1 hrs) flexible working model with electronic time recording
Term of the contract	36 months (01.09.2022-31.08.2025), a further employment is intended
Remuneration	possible up to E13, see Entgeltabelle TV-L
Annual leave / compensatory time off	30 days (24.12 + 31.1, days off additionally) Overtime is compensated by additional time off
Further trainings	Individual support for in-service training and further education
Benefits	e.g., mobile working option, public transport discount (job ticket), bus and subway (U6) on the doorstep, free parking, pension plan of the Versorgungsanstalt des Bundes und der Länder (VBL), state-of-the-art work equipment

What can you find with us?

Are you looking for a multifaceted and intellectually stimulating position in a dynamic, cooperative and innovative work environment? Then LRZ is the place to be for you! Here at LRZ a collegial, appreciative work environment meets an international crowd of experts who work together to advance IT services for ground-breaking research. We offer flexible work schemes for an optimal work-life balance. Our staff values their creative leeway. As an institute of the Bavarian Academy of Sciences and Humanities we offer all the benefits of public service. And of course, no wishes remain unfulfilled at the LRZ in terms of technical equipment. We actively promote diversity and welcome applications from talented individuals, regardless of cultural background, nationality, ethnicity, gender and sexual identity, physical abilities, religion and age. We give priority to applications from people with disabilities who are equally qualified (SGB IX).

The LRZ in a nutshell:

Since 1962, Bavarian universities and research institutions have relied on the IT expertise of the Leibniz Supercomputing Centre of the Bavarian Academy of Sciences and Humanities. When it comes to the digitisation of science, we are traditionally ahead of the game.

You can count on us! Can we count on you?

We are looking forward to receiving your complete application documents (including cover letter, CV and certificates) in a single PDF file via e-mail (other file types are not accepted) by **latest 25.09.2022**:

E-Mail: jobs@lrz.de

Subject: **PM-OWS (2022/37)**

Are you unsure whether the job suits you or you suit us? Or do you still have questions about this position? Our colleagues will be happy to answer all your questions at the above e-mail address.

This job does not fit? Then take a look at <https://www.lrz.de/wir/stellen/> or send us an unsolicited application!

[Here](#) you will find information about the collection of personal data during the application process.