



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

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

### ***Your Role and Responsibilities:***

The EU project manager will join the Research Coordination and Support (RCS) team, which supports LRZ researchers and third-party funded projects. The project manager will be assigned to the Open-WebSearch.eu (OWS.eu) project that has received EC funding.

In collaboration with the project management team and the project coordinator, you will be responsible for project management, controlling and quality assurance tasks to ensure the successful and timely execution of the planned scientific, technical and administrative work of the project as defined in the respective grant and consortium agreements. Namely:

- Monitor technical progress against milestones and deliverable deadlines;
- Managing the project schedule, budget and quality, activating change management and risk management processes as required;
- Coordinate the acceptance of deliverables after quality control review;
- Ensure timely submission of all deliverables, in particular project reports;
- You will be a primary contact point for the project coordinator, partners and stakeholders, regularly informing the consortium about project news (e.g. effort, budget, schedule);
- You will advise and support the participating researchers and the LRZ administration in the management and administration of the project, providing project statistics and other information;
- You will co-organise thematic workshops, meetings, prepare relevant project documents (e.g. agendas, minutes) for the consortium and co-ordinate the preparation of reports to the EC.

Additionally, the following is envisaged:

- Supporting fundraising activities for further extension of the project towards establishment of the OWS.eu 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:***

- Master's degree or equivalent (preferably in related fields such as ICT, communications);
- Familiarity with the EC's Horizon Europe funding programme;
- Experience in managing European projects (FP7, H2020) and SEDIA/SYGMA;
- Very good understanding of the European funding ecosystem;
- Good understanding of science management issues and concepts;

- Excellent English language and scientific writing skills;
- Communication and social skills, in particular negotiation and teamwork skills;
- Flexibility and strong scientific orientation;
- Ability to work independently under tight deadlines;
- Excellent organisational skills and interest in the execution of research and development (R&D) projects.

#### ***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;
- Acquaintance with Open PM2 project management methodology;

Area	Research Unit
<b>Working time</b>	full time (40,1 hrs) flexible working model with electronic time recording
<b>Term of the contract</b>	The contract is linked to the duration of the project (until 31.08.2025); further employment is possible (depending on follow-up funding)
<b>Remuneration</b>	possible up to E13, see <a href="#">Entgelttabelle TV-L</a>
<b>Annual leave / compensatory time off</b>	30 days (24.12 + 31.1, days off additionally) Overtime is compensated by additional time off
<b>Further trainings</b>	Individual support for in-service training and further education
<b>Mobile work</b>	up to 60% of work time, when applicable
<b>Benefits</b>	e.g., 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.

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 **26.02.2023**:

E-Mail: [jobs@lrz.de](mailto:jobs@lrz.de)

Subject: **PM-OWS.eu (2023/07)**

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.



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