



PROJECT MANAGER

The Consortium of European Social Science Data Archives (CESSDA) is a European Research Infrastructure Consortium (ERIC), and a pan-European distributed research infrastructure that provides large scale, integrated and sustainable data services to the social sciences. The Main Office is located in Bergen, Norway, and coordinates the cooperation between Data Service Providers from the European countries which currently participate, and any which join in the future. More information available here: <https://www.cessda.eu>.

To strengthen our team, we are currently looking for a **Project Manager**.

Job description

Summary: initiation, planning, design, execution, monitoring, controlling and closure of internal and external CESSDA projects

Principal duties and responsibilities

- Preparation of project proposals in conjunction with the Senior Project Manager and Chief Operations Officer and other staff members;
- Review of plans and scheduling of projects and their deliverables, goals and milestones for internal and external CESSDA projects;
- Coordination of internal resources and third parties for the flawless execution of projects;
- Use of appropriate verification techniques to manage changes in project scope, schedule and costs;
- Timely delivery of projects, within scope and budget;
- Ensuring resource availability and allocation;
- Establishing and maintaining relationships with CESSDA Service Providers and other external stakeholders;
- Create and maintain comprehensive project documentation;
- Project Manager reports on a daily basis to Senior Project Manager and is responsible to Chief Operations Officer;
- Any other duties required by the Director or Chief Operations Officer.



Experience/knowledge

- Minimum of 2 years of experience in drafting project applications for Framework Programmes (H2020 programme) or other funding programmes of the European Union, and/or participation in management and implementation of H2020 projects;
- University degree (MA), preferably in the fields of social, economic, and political sciences or humanities, and/or strong background in business skills, management, budgeting and analysis;
- Proven working experience as a project administrator;
- Working knowledge of financial project management and coordination;
- Experience in setting priorities and long-term planning;
- Experience in coordinating work across different partner institutions/ organisations.

Skills/abilities

- Experience in authoring and editing project applications, project descriptions, deliverables and any other outputs in English;
- Ability to represent the organisation in a highly professional manner;
- A pro-active approach to work;
- Excellent written and verbal communication skills;
- Solid organisational skills including attention to detail and multi-tasking skills;
- Strong working knowledge of Microsoft Office, including proficient use of Excel. Knowledge of Microsoft Project is an advantage;
- Able to travel when required;
- Fluent written and spoken English.

Practical information

- The Project Manager will be based at the main office in Bergen, Norway;
- CESSDA's working language is English;
- Salary to be negotiated within the range dependent on qualification and experience;
- Contract period of 2 years with possibility to extend;
- Social security/benefits according to Norwegian regulations.

What CESSDA ERIC offers

- Inspiring international and multicultural environment;
- Valuable advantages in learning about EU policies and funding programmes;
- Valuable advantages in learning about the core project management activities;
- Hands-on experience with EU-funded projects (including one of five ongoing EOSC cluster projects);
- 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;
- Competitive salary and benefits.



Application process

To apply, please send an application letter that describes your qualifications, experience, and specific outlook for the post. Please send this, two formal letters of reference, a CV including a list of recent relevant information and other related materials in a single PDF to cessda@cessda.eu. All documentation should be in English.

The closing date for applications is **14 October 2019**.

Interviews and possible skills and knowledge testing are planned to take place in week 44 (28-31 October) in Bergen, Norway. Detailed arrangements will be made with shortlisted candidates.

Expected start: **January 2020**.

Contact person: Management Assistant Nina Bakanova, nina.bakanova@cessda.eu, +47 401 00 964.