

Project coordination and management for PDS group

We offer a temporary contract focused on project management on coordination and management for Power Devices contracts.

Key Responsibilities

- Project management:
 - Scientific/Technical management and progress monitoring
 - Administrative and Financial management
 - Open research data management
 - Clustering activities with other EU funded initiatives
 - Minutes collection during meetings, general assemblies, etc.
- Communication, Dissemination & Exploitation:
 - Communication, dissemination and exploitation strategy (CDES)
 - Establishment and management of external communication channels
 - Workshops, summer school, and final conference
 - Exploitation of project results and IPR management
- Provide support in:
 - Environmental analysis of design and manufacturing of power devices and converters (ecodesign). Use of the "Life Cycle Assessment" (LCA) methodology according to ISO 14040-44:2006 standards.
 - Cost and sustainability analysis in industrial production.
 - Modeling of maintenance costs

Required skills

- University graduate. Degrees in industrial or energy Systems or related subjects will be a plus
- Master's degree in Business Administration or other qualifications related to project management will be an advantage
- A PhD degree will be valued
- A good knowledge of the computer tools required to perform this type of tasks (e.g. MS Office, databases, project management software, etc.) is also required
- High level of English
- Responsibility, proactivity, Problem-solving, Good communication skills and teamwork

Experience

- Management and justification of European projects.

- Organizing, leading, participating in, and monitoring project meetings, including taking minutes during meetings.
- Disseminating results of European projects.
- Designing and maintaining websites.
- Life Cycle Assessment (LCA) methodology in accordance with ISO 14040-44:2006 standards and environmental analysis of the design and manufacture of power devices and converters (ecodesign).
- Cost and sustainability analysis in industrial production.
- Modeling maintenance costs in power grids/ power conversion systems.

Job conditions

- Full time, temporary contract (40 hours/week)
- On site work, with the possibility of partial teleworking and flexible schedule.
- Trial period of 1 months
- Salary according to qualifications, proven experience and CSIC conditions
- Estimated start date: mid-November, 2024

The person hired will be working in collaboration with the Power Devices and Systems Group (PDS) of the Institute of Microelectronics of Barcelona - National Microelectronics Center (IMB-CNM) of the CSIC, located at the Bellaterra Campus of the UAB (Cerdanyola del Vallès).

How to apply

Applications should be submitted to rrhh@dtm.es stating the job title as the Subject of the message. The mail should include a cover letter and an updated CV.

Sending CVs to the above address implies consent to the Legal Advice.

Deadline for applications: 5th November, 2024

This offer can be found on: https://www.dtm.es/?page_id=2090