

## Project coordination and management for PDS group

This job offer is framed in several national and EU projects being performed by the Power Devices and Systems Group (PDS). The PDS research focuses on the design, fabrication, characterization and integration of power semiconductor devices, optimized for developing reliable and energy efficient converters and electronic systems, operating even in harsh environments (high temperature, radioactive environments, etc.).

### 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 contract (40 hours/week)
- Indefinite contract for scientific-technical activities (article 23 bis of Law 14/2011, of 5 November, on Science, Technology and Innovation).
- On site work, with the possibility of teleworking and flexible schedule.
- Trial period of 3 months
- Salary according to qualifications, proven experience and CSIC conditions
- Estimated start date: mid-November, 2024

The person hired will be working in 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](mailto: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: November 5th, 2024

This offer can be found on: <https://www.imb-cnm.csic.es/en/about-center/careers/open-positions>.

More information on IMB-CNM: <https://www.imb-cnm.csic.es/en/>