Position Project Management Officer

OPERAS is the Research Infrastructure supporting open scholarly communication in the social sciences and humanities (SSH) in the European Research Area. Its mission is to coordinate and federate resources in Europe to efficiently address the scholarly communication needs of European researchers in the field of SSH.

The European landscape of scholarly communication in the SSH is currently patchy, fragmented and not organized enough to be efficient, particularly to address the challenge of transitioning to Open Science. This is due to several factors, such as the small size of resource providers, the variety of technical skills and resources across the community. The nature of the SSH disciplines also adds specific challenges which are not correctly addressed at scale, such as the diversity of publication languages, the entrenchment in diverse cultural backgrounds and the need for specific forms of scholarly communication (monographs, critical editions, and edited bibliographies, amongst others).

By fulfilling its mission, OPERAS provides the research community with the missing brick it needs to find, access, create, edit, disseminate and easily and efficiently validate SSH outputs across Europe. In one word, OPERAS unlocks scholarly communication resources and enables the whole field to reinvent itself in the new Open Science paradigm.

The OPERAS AISBL was established in 2020 and we are now seeking to recruit a Project Management Officer for this organisation.

Job Summary

The Project Management Office at OPERAS serves as the central hub for the supervision and operations related to OPERAS projects portfolio:

- Identification of relevant calls aligned with OPERAS Strategy;
- Coordination of proposals writing and submission;
- Implementation of project awarded;
- Monitoring of budget and resources, defining appropriate metrics;
- Risk and quality management across projects through adequate processes;
- Cross-project reports (participated and coordinated);
- Closure of projects and final reports.

The Project Management team is under the supervision of the CFAO.

The Project Management Officer works closely with the Secretary-General (SG), the Partnership Coordinator and the CFAO, partly for the daily administration of the OPERAS’ projects and partly for the daily operations of the AISBL.

The combination of this role is closely linked to the building of the ERIC through the OPERAS-PLUS project. The tasks and responsibilities are organised into three priorities:

1. Assisting the SG and CFAO in the daily operations of the AISBL headquarters in Brussels:
   - Finance: Daily management of purchase orders, Employees’ travel arrangements and expense claims.
   - Office management:
     - Managing office supplies, stock, and place orders,
     - Organising filing system for company documents (digital and hard copy as needed),
2. Assisting the SG and the Partnership Coordinator in their tasks related to the building of the ERIC and in particular:
   - OPERAS boards (EA, GA, BGR)
     - preparation of agenda, note takers and drafting minutes,
     - tracking actions list and implementation of the decision with the respective owners,
     - Events logistics and organisation (WS, meetings).
   - OPERAS projects
     - contribution to deliverables (source of information, writing, quality check, etc),
     - supporting activities related to impact monitoring and research assessment, under the supervision of the Partnership Coordinator.

3. Project finances and administration
   - Supporting the team with European-funded projects administration
     - getting acquainted with the EU regulations,
     - getting involved in the preparation of intermediate and periodic reports including financial statements and analysis,
     - getting acquainted with the project management processes as part of the Integrated Management System.
   - Supporting grant agreement implementation, in collaboration with the Project Manager.
   - Participation in proposal writing and submission under the supervision of the Partnership Coordinator.

Relationships
- With the Secretary-General, the Partnership Coordinator and the CFAO.
- Daily with the Project Manager through direct interactions to provide support on project finance & administration of OPERAS-led and participating projects.
- With OPERAS Co-coordinators, the other OCT members and the Secretary-General in the context of the OPERAS Coordination Team (OCT) of OPERAS AISBL.
- With any other actors as required.

Job Requirements
- At least 1-2 years of experience in European Commission Framework Programme project finances and associated legal issues or diploma in project management with expertise on EU-funded projects.
- Background or experience in Social Sciences and Humanities would be an asset.
- Experience with office management software like MS Office (MS Excel and MS Word, specifically).
- Fluent in English; Speaking French or Dutch in addition is an asset.
- Excellent organisational and time management skills with a good attention to detail.
- Self-motivated to learn new concepts and participate in new projects.
- Ability to communicate clearly, concisely and concretely in writing (project reporting, minutes, official exchanges with externals).
- Natural ability to work effectively in a team.

**Offer**
- The position is offered for an open-ended contract.
- This is a full-time position based in Brussels.
- Annual salary including bonus: 40k to 48k
  Salary depends upon the experience of the successful candidate. The full package includes holiday allowance, pension, commuting costs, meal vouchers, eco-chèques, and home-office allowance.

**Equal opportunities**
The OPERAS AISBL is committed to creating a diverse environment and is proud to be an equal opportunities employer.
All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

**Process and timescale (provisional)**

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<th>Process</th>
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<td>Closing date for applications</td>
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<td>Interviews &amp; Short-listing</td>
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<td>Final interviews (optional)</td>
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<td>Desired Starting Date</td>
<td>01 October 2023</td>
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**Information to apply**
Please send a cover letter and your CV to HR@operas-eu.org. An assessment may be part of the selection process. Only direct applications from candidates are taken into account. OPERAS AISBL does not appreciate any acquisition by third parties regarding this position. For additional information about this position, you may contact Human Resource team at HR@operas-eu.org.