Peer-Review Officer

Tuesday 18 July 2016 -

The Partnership for Advanced Computing in Europe – PRACE AISBL is looking to hire one Peer-review Officer to join its Brussels secretariat.

Main Responsibilities

Prepare and implement Call for Proposals

- Draft the terms of reference of each Call, in interaction with the Board of Directors (BoD) of the PRACE AISBL and the HPC centres (Hosting Members (HM) and/or Tier-1 Centres, depending on the type of call) participating in the Call;
- Prepare a plan setting out the timing of each element of the call and the milestones to be met;
- Update the supporting documentation (Technical Guidelines, applications forms etc.) in conjunction with the participating Centres. This includes incorporating feedback from applicants of previous calls to improve and simplify the process, where appropriate;
- Act as the main interface between applicants and PRACE AISBL in matters relating to peer review, in particular providing support and assistance to the applicants in completing the proposal forms, and deliver feedback from the scientific and technical reviews to them.

Administer the Peer-review Process

- Perform an administrative check on all proposals (including interaction with applicants for corrections/clarifications);
- Liaise with PRACE Access Committee (AC) for the selection of reviewers and ensure that the timetable is adhered to. Identify additional reviewers who can act as reserves;
- Liaise with the HPC Centres for the technical review;
- Distribute the proposals among scientific area, in interaction with AC;
- Assign reviewers to each proposal and manage the review process (if necessary, providing assistance). Manage conflicts of interest in the assignment of reviewers to proposals;
- Perform a quality check of the reviews (for confirmation by the AC and panellists during the Prioritisation Panel);
- Communicate results to the applicants, centres and HM representatives and provide them with feedback about decisions on request;
- Interact with the lead scientists (Principal Investigators) of awarded projects e.g. to manage requests for extensions, collect in final reports etc.;
- Maintain and update a database of all scientific output (publications, thesis, presentations…) of completed PRACE awards, as listed in the final report.

Plan and organize the Prioritisation Panel

- Define the panels (size and potential merging), in interaction with AC and BoD;

- Select the panellists, in interaction with AC and BoD and invite them to attend. Manage conflicts of interest in the assignment of panellists;
- Organise the logistics aspects of the meeting, with support from the office secretarial staff;
- Prepare the master files and other documentation for each of the science panel sessions;
- Perform the secretariat of the Plenary session and Allocation Committee.

Manage the PRACE Experts and distributed resources databases

- Maintain and update a database of potential reviewers;
- Interact with the organisation which provides technical support for the PRACE Peer Review Tool (PPRTool (e.g. on updates, debugging, problems notified by the users…));
- Maintain a database of submitted proposals, their reviews, reviews outcomes, final reports;
- Provide country performance table and country data statistics per scientific area to each PRACE member, after each Call;
- Undertake additional data analysis on demand for the BoD, Council Chair, or third parties.

Communications

- Provide tailored information for press releases or reports, in response to requests from the PRACE Communications Officer;
- Prepare quarterly reports for the BoD, reports for the Council meetings, and for the PRACE RI annual report.

Guideline of the percentage of time spent on each area of responsibility

- Administration of the Peer-review Process – 40%
- Plan and organize the Prioritisation Panel – 10%
- Prepare and implement Call for Proposals – 10%
- Manage the PRACE Experts database and distributed resources database – 10%
- Communications and Reporting – 30%

Key skills needed:

- Excellent written and spoken English;
- Degree level education in a science subject, preferably with a modelling or HPC-related PhD;
- Experience of project management processes;
- Proven organisational skills;
- Ability to work as part of a team;
- Ability to work on own initiative;
- Advanced Excel skills (i.e. experience of data analysis);
- Ability to interact with technical teams e.g. to define requirements for peer review tool, etc.