Peer-Review Officer

Monday 7 May 2018

The Partnership for Advanced Computing in Europe – PRACE aisbl is looking to hire one Peer-review Officer to join its Brussels secretariat. The PRACE office is located in Rue du Trône 98, 1050 Brussels.

In order to apply for this position, please send an e-mail to director@prace-ri.eu with your CV and a cover letter by **Tuesday 22 May 2018, 12:00 Brussels time**. PRACE regrets that we are not able to acknowledge all applications received. Please note that only shortlisted candidates will be contacted and invited for interview. Interviews will be held in the first half of June 2018.

Main Duties and Responsibilities

Prepare and implement Call for Proposals (currently 2/year):

Coordinate and contribute to the opening of the Call for Proposals for the distribution of HPC resources to scientists.

- Draft the terms of reference of each Call, in collaboration with the Board of Directors (BoD) 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, reports templates, email templates etc.) in conjunction with the participating Centres or BoD members, as applicable. This includes incorporating feedback from applicants of previous calls to improve and simplify the documentation, where appropriate.
- Act as the main interface between applicants and the organisation in matters relating to peer review, in particular providing support and assistance to the applicants in completing the application forms, and deliver feedback from the scientific and technical reviews to them.

Administer the Peer Review Process:

Execute the administrative tasks implementing the Peer Review Process.

- Perform an administrative check on all proposals (including interaction with applicants for corrections/clarifications, as applicable).
- Liaise with PRACE Access Committee (AC) for the selection of AC rapporteurs and scientific 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 and ensure that the timetable is adhered to.
- Assign reviewers to each proposal as selected by the AC and ensure the completion of the review process (if necessary, providing assistance). Manage conflicts of interest in the assignment of reviewers to proposals, in close collaboration with the AC.
- 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 the 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.

Support to the prioritisation and allocation of proposals

- List the rapporteurs in collaboration with the AC and BoD and invite them to contribute.
- Manage conflicts of interest in the assignment of rapporteurs.
- Coordinate logistical aspects of the corresponding meetings, with support from the office secretarial staff.
- Prepare the master files and other documentation for each of the AC Prioritization meetings.
- Perform the secretariat of the AC Prioritization meetings and Resource Allocation Sessions (currently twice/year).

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, Scientific Steering Committee, Council Chair, or third parties.

Support to reporting and communication

- Provide tailored information for press releases, annual report or other publications, in response to requests from the PRACE Communications Office.
- Provide tailored information to the BoD and/or to the Council Board for reporting to the bodies of the organisation as applicable.
- Present the PRACE Peer Review process in PRACE meetings, PRACE users meetings and other international events.

Other

- Carry out other communications tasks that may arise or are needed to properly execute the tasks above.
- Some travel may be required, in Europe and beyond.

Skills and experience required

- Five (5) years of professional experience in a similar organisation and/or position
- Good communication skills, both oral and written.
- Fluency in English. French would also be as asset.
- Proficiency in text processing and spreadsheet software, mainly MS word and MS excel (pivot tables, filters and conditional formulas).
- High capacity to import from and export information to web forms.
- Diplomacy, detail-oriented.