



Research Data Alliance (RDA) Association AISBL – Vacancy

Position: Project Manager

The Research Data Alliance (RDA) Association AISBL, with its legal headquarters in Brussels, Belgium, is seeking a Project Manager. This position focuses on the management and execution of the RDA’s activities within European Union funded grants.

Job location:

The selected applicant should be based in Europe, have own office facilities and willingness to travel to and work from Belgium on a regular basis. As part of a global organization, flexibility around in-person and virtual meetings with other international time zones is required.

Job responsibilities:

The role and responsibilities include, but are not limited to:

- Determine and define project scope, work plan, objectives and goals in collaboration with the Director and external project partners;
- Predict resources needed to reach objectives and manage resources in an effective, timely and efficient manner;
- Execute the plans, engage with the appropriate stakeholders and deliver results adhering to project timelines;
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress;
- Manage contracts with external parties by assigning tasks and communicating expected deliverables;
- Measure project performance to identify areas for improvement
- Work with the global RDA governance, particularly the Secretariat to provide expertise and contributions to the RDA outputs and adoption.
- The successful candidate will report directly to the Director and interact with the Board of the RDA Association AISBL, where appropriate.

Remuneration

The annual gross salary is €78.000. The actual annual net salary is dependent on a series of factors, determined under Belgian labour legislation and will be calculated by Securex (Belgian employment support centre). Factors for consideration will include, but are not limited to

nationality, residence (or not) in Belgium, type of contract. The role has duration of 24 months with the possibility to extend depending on performance and funds available.

Job requirements

Key selection criteria:

- Bachelor's degree
- 3-5 years of project management and related experience
- Excellent understanding of European research data management and open science landscape
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Experience seeing projects through the full life cycle
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Excellent knowledge of English (working language)
- Alignment with [RDA's mission, and vision and core values](#)

Desirable

- Proven experience in international relations
- Demonstrated experience of working in a culturally diverse international organisation
- Able to start with short notice

About the Organisation

The [Research Data Alliance](#) is a global non-profit initiative, founded in 2013. In April 2020, a European legal entity (Research Data Alliance (RDA) Association AISBL) was established to support the coordination and growth of the European RDA community, currently over 6,000 members. This new position offers the selected candidate an opportunity to grow the organization and ensure the value of European members in a global alliance.

Application instructions

Applicants should detail how their expertise and experience responds to all the key and desirable selection criteria required for this position. In addition to this document (max.3 pages) and a detailed Curriculum Vitae, applicants are invited to respond to the following 3 statements (max. 1/2 page for each answer):

1. My vision for RDA in Europe is ...
2. RDA is a fundamental organization in Europe and globally because ...
3. If I could change anything within the European data landscape, it would be ...

Please send your application to Hilary Hanahoe (RDA Secretary General and ad-Interim CEO RDA Association AISBL) via email [hilary.hanahoe\[at\]rda-foundation.org](mailto:hilary.hanahoe[at]rda-foundation.org)
Hilary can also be contacted before the deadline for any queries on the vacancy.

Closing date for submission is 26 November 2021