ETP4HPC Office Manager

ETP4HPC is looking for an experienced and dynamic individual to lead its distributed Office Team. This position offers flexible work arrangements and the possibility of interacting with European companies and organisations developing cutting-edge technologies.

About ETP4HPC

ETP4HPC (www.etp4hpc.eu) – the European Technology Platform (ETP) for High-Performance Computing (HPC) - is an industry-led non-profit association with around 110 members. Our main mission is to promote European HPC research and innovation in order to maximise the economic and societal benefit of HPC for European science, industry and citizens. Our main task is to propose research priorities and programme contents in the area of HPC technology and usage, by issuing and maintaining a Strategic Research Agenda (SRA). The SRA serves as input to the EuroHPC Joint Undertaking (https://eurohpc-ju.europa.eu) into its process of defining the European HPC Technology R&D Funding Programmes.

The Association is operated by a Steering Board, which is supported on a day-by-day basis by an Office Team. The Office Team implements the directives and guidelines given by the Steering Board and the Chair. The Office manager leads this Office Team.

Your role

The Office Team currently comprises five members, who are distributed across Europe, with most of them working only on a part-time basis for the association. The working language of ETP4HPC is English. The role of the Office Manager is to (1) manage the Office Team and its activities, and (2) contribute to the ongoing activities of the association.

Management tasks:

- Coordinate the activities of the office members while ensuring their coherence and compliance with the Steering Board's decisions
- Liaise on behalf of the Office with the Steering Board and the Chair, provide guidance and support to the Office in such dealings
- Manage the persons of the Office Team - support, motivate and assess its members
- Oversee and control – jointly with the treasurer – the administrative and financial matters of the association with the support of the accounting team

- Establish - jointly with the Chair and the Treasurer - the budget of the association and contribute to its follow-up
- Liaise – jointly with the Chair of ETP4HPC - with our partners in the European ecosystem (e.g. DAIRO, QuiC, EuroHPC, EC)

Contribution to ETP4HPC's activities:

- Manage ETP4HPC's contribution to projects under the European Commission's and EuroHPC JU's R&D&I Programmes (including the EC-funded EUMaster4HPC project)
- Oversee and contribute to the management of the project contracted to ETP4HPC by the Destination Earth Programme, coordinated by ECMWF.
- Contribute to the development of ETP4HPC, for example: acquiring new members, developing our networks and new services for our members

Your profile

- A leader - Proven track record of leading small teams and projects in complex, deadline-driven environments
- Strong soft skills with an emphasis on those required in a distributed environment (clarity in oral and written communication, building rapport), leadership and conflict management skills
- Ability to interact with high-level professionals, managers, directors - knowledge of various organisational structures and cultures (industry and academic partners alike)
- Excellent communication skills in English
- Knowledge of accounting principles
- Knowledge of HPC technologies
- Knowledge of R&I mechanisms at EU level and of the European HPC ecosystem at large

Organisational set-up

Ideally, this position would constitute around 25% of a Full-Time Employee (FTE) until the end of 2023, then ramping up to around 75 % of an FTE for 2024 and beyond.

Most Office members work only part-time for the Association, and ETP4HPC does not have a shared physical office. ETP4HPC is not looking to employ staff directly but to engage contractually directly with the person selected for this position, or with their employer.

Contact

Chairman:
Jean-Pierre PANZIERA – chair@etp4hpc.eu

Office manager :
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