

# DARIAH Is Looking for a Project Officer for SSHOC (Social Sciences and Humanities Open Cloud)

## Post Specification

<b>Post Title:</b>	SSHOC Project Officer
<b>Post Status:</b>	full-time, 3-year contract (6 months initially, prolongation in case of successful evaluation)
<b>Location:</b>	Based in the office of our hosting institution in Berlin
<b>Reports to:</b>	SSHOC Project Coordinator, with oversight of the DARIAH Secretary General
<b>Closing Date:</b>	November 8th, 2018
<b>Salary Range:</b>	approx. €44–€49.000 (gross)

## Post Summary

DARIAH-EU, the pan-European research infrastructure for the arts and humanities, is seeking an experienced and dynamic project officer to lead our contribution to the SSHOC (Social Sciences and Humanities Open Cloud) project. SSHOC brings DARIAH together with partner research infrastructures from the social sciences and humanities in order to build components for the European Open Science Cloud (EOSC), an ambitious, policy-driven initiative that will enable data-driven research across the disciplines. DARIAH-EU is leading the activities to develop an Open Marketplace, an easy-entry place where humanities scholars will find solutions and resources for the digital aspects of their research. Contributions to the Open Marketplace will be built across a series of our partner institutions (based in Austria, France, Germany and Poland), and our SSHOC Project Officer, working under the leadership of the Project Coordinator, will have primary responsibility for ensuring the day-to-day coordination and alignment of this distributed work. The position will be based in our office in Berlin.

The successful candidate will be expected to:

- work closely with the project coordinator in the day-to-day running and administration of the project;
- coordinate the various partner contributions to the Marketplace;
- help build communities and help tool builders to adapt their work, including mainstreaming of existing DARIAH services into the Marketplace;
- assist in user testing;
- liaise with relevant parallel projects and initiatives to ensure the Marketplace is known

and integrated into the wider environment;

- organise and manage meetings, including travel arrangements;
- work closely with the DARIAH-EU communications officer to ensure that developments are communicated to early involve our community;
- carry out day-to-day project tasks (drafting of letters and memoranda, dissemination of information).

## Person Specification

Applicants for this position are required to:

- hold a relevant third-level degree or equivalent qualification;
- demonstrate experience with the work and communications flows that comprise a large-scale research project, including event planning and general workflow;
- have excellent oral and written communications skills, with the ability and confidence to engage with project partners clearly and professionally;
- be organised, conscientious and resourceful;
- be able to operate flexibly as a member of the DARIAH-EU coordination office.

Applicants for this position are desired to:

- have experience in humanities research;
- have an understanding of technical development projects;
- have experience of how EU projects work specifically;
- present progress and results at corresponding conferences;
- have functional fluency in a second European language.

## General Project Information

The SSHOC project has a duration of 40 months and is funded by the European Commission in the framework of a larger call for applications aiming at connecting ESFRI infrastructures through cluster projects. SSHOC will be delivered by a consortium of 5 European research infrastructures consortia (CESSDA, ESS, SHARE, CLARIN, DARIAH) and 14 other partnering institutions across Europe. In SSHOC, institutions and researchers from the fields of the social sciences and humanities collaborate on behalf of their stakeholders by addressing the needs of the broader SSH community regarding the emerging European Open Science Cloud (EOSC).

The DARIAH work package is aiming at making digital 'solutions' – no matter if these consist in a tool, a workflow, a data set or know-how – accessible to all humanists, not just to those who perceive themselves as *digital* humanists. Our activities will focus on the technical and social aspects of the Marketplace: technical development has to be supervised and the community will have to be involved early on in a helpful and inspiring way.

The project will be based at our offices in Berlin. The core job will be to take on the day-to-day control of the project running, under the leadership of the project coordinator.

## **Note on the Decision Process at DARIAH-EU**

Applications will be acknowledged by e-mail. If you do not have confirmation of receipt within 3 working days of submitting your application online, please get in touch with us immediately and prior to the closing date/time.

Interviews for this position will be held in mid-November 2018 via video conferencing. Interviewees will be notified of outcomes in writing no later than 5 working days following the selection day.

## **Equal Opportunities Policy**

DARIAH-EU is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

## **Application Procedure**

Candidates are asked to submit a covering letter together with a full CV including the names and contact details of 2 referees (e-mail addresses if possible), everything together in a single PDF, via e-mail to Anne Grésillon ([anne.gresillon@dariah.eu](mailto:anne.gresillon@dariah.eu)).

Only applications via e-mail will be accepted.

If you have any further queries, please use the same address.