

Open Position: Project Analyst Senior - Ref 24PAS269

Job Description:

We are seeking a Senior Project Analyst with a higher education and master's or postgraduate degree to provide support and monitoring in the execution of research projects. This role includes responsibility for the advanced use of Excel spreadsheet tools and the potential development/enhancement of automated tools for generating management reports. These reports include forecasts of future expenses, company disbursements and project transfers to the university and other areas, and monitoring research activities and their deliverables.

Main responsibilities:

- Prepare management reports on project technical and financial progress data.
- Participate in technical project monitoring meetings to collect information on the progress of projects that allow the production of management reports.
- Interact with researchers and project coordinators to collect information and translate it into report language on two main fronts:
 - Activities: monitor the flow of research activities and expected results;
 - Financial: prepare reports on the financial flows of expenses incurred, forecasts of future expenses, disbursements from sponsoring companies, transfers to the university and other areas.
- Create dashboards for continuous monitoring of ongoing projects.
- Contribute to the design and implementation of modules in the existing system for the secure management of confidential and restricted-access data.
- Identify and propose indicators based on project data to monitor compliance with deadlines, budgets and technical quality.
- Develop and improve automated tools for generating management reports, including forecasts of future expenses, company disbursements and details of transfers to the university and other areas, and research activities and their deliverables.

Required Qualifications:

- Professional with a degree in Engineering, Computer Science, Administration, Economics, or related areas.
- Master's or Postgraduate degree in project management, data analysis, computer science, application of project management tools or related field.
- Proficiency in spreadsheet tools, mainly Excel.
- Experience in applying project management tools.
- Experience in managing academic projects is desirable.
- Fluent in English or, at least, advanced level.
- Knowledge and interest in the development of project management tools.

- Ability to understand and capture technical and financial progress data during technical project meetings.
- Teamwork ability, both with peers and administrative teams, as well as with researchers and project coordinators.

Relevant Information:

- Fulltime work schedule (40hs/week)
- Work in person at USP Campus Butantã
- Contract CLT
- Benefits (VR, VA, life insurance)

Application Form - Project Analyst Senior at the Research Centre for Greenhouse Gas Innovation (RCGI)

<https://docs.google.com/forms/d/17vCPZjclwnXU86L1Eog7p7S29ZxgpIHgGLgqTiRqWKg>

Contact in case of technical problems to fill in the application form: rcgi.opportunities@usp.br