



Institut de Recherche
en Infectiologie
de Montpellier

CDD IE - European project manager

The CNRS will recruit a project manager and grant coordinator to help coordinate "iAds", an EIC Pathfinder Open project, and to accompany members of the Route de Mende research campus in the implementation of ongoing European projects and the identification of European funding opportunities.

iAds, is a multidisciplinary and exploratory research project which relies on a consortium of the CNRS, Batavia Biosciences and Janssen in the Netherlands, the Consejo Superior de Investigaciones Cientificas in Spain, the University of Edinburgh in the United Kingdom, and Umea Universitet in Sweden.

The campus Research Support Unit (UAR), created in October 2021, federates IGMM (UMR 5535), CRBM (UMR 5237), IRIM (UMR 9004), CEMIPAI (UAR 3725) under the supervision of the CNRS and the University of Montpellier. The research units focus on molecular and cellular biology, development, cancer, pathogens, genetics, and immunology to develop innovative applications in health.

Missions:

I) iAds activities (50%) :

Under the supervision of the iAds coordinator, the candidate will facilitate the implementation of the project in accordance with the terms of the grant and consortium agreements (50%);

Work plan monitoring - Develop & implement management tools - Prepare & record the consortium meetings - Facilitate consortium exchanges - Monitor the production of deliverables & participate in the technical reports & non-scientific deliverables - coordinate (with relevant CNRS service) exchanges with EC - monitor budget breakdown & transfer of funds - coordinate (with relevant CNRS service) financial reports in compliance with the deadlines specified by the EC - Follow grant & consortium agreement compliance - aid internal & external communications - data management plan elaboration & application.

II) Campus EC grant activities (50%) :

Under the supervision of the general secretary of the UAR, accompany the other scientists in the follow-up of their European projects, in particular the ERC projects, and in the identification of European funding opportunities.

- Administrative support for ongoing EC projects including rules, the eligibility of expenses, data management, open science, communication, dissemination of results, gender dimension - Knowledge of EC management tools (e.g. expenditure tracking, procedures, deliverable reporting) - Assistance in writing non-scientific deliverables & technical reports - Assistance in identifying European funding opportunities - Aid public disseminate of ongoing EC projects in collaboration with relevant CNRS service - Help research teams in the identification of European funding opportunities;

Qualifications/skills

- Master's degree or equivalent and training in EC project management;
- Knowledge of the operating rules of a public research organization;
- Knowledge of financial and administrative management;
- Fluent in written and spoken French and English;
- Knowledge and mastery of project management tools (spreadsheets, planning tools, etc.).
- Rigor, organization, dynamism, reactivity, and autonomy;
- Ability to work in a team and in an intercultural environment;
- Knowledge of communication and event organization; Writing and summarizing skills essential.
- A technical or scientific background in biology would be a plus.

Employment details

- Starting date: May 1, 2023
- Duration: 12 months fixed term contract, renewable 3 times (total 4 years)
- Location: UAR Biologie Route de Mende/IGMM, 1919 Route de Mende, 34090 Montpellier (France)
- Frequent travel in Europe.
- Salary : according to the CNRS grids, level engineer (IE), according to experience level
- Special conditions: access to the catering service, under the conditions reserved for CNRS staff.

To apply: <https://emploi.cnrs.fr/Offres/CDD/UMR5535-SARADE-030/Default.aspx>

Contact: lina.boitier@cnrs.fr