

VACANCY NOTE

Job title:

**Director General of ERINHA AISBL**

[European Research Infrastructure on Highly Pathogenic Agents]

**Job Location:** The Central Coordinating Unit [CCU] of ERINHA AISBL, Paris, France.

**Job Purpose:** The Director General will act as the legal representative and the Chief Executive Officer of ERINHA AISBL. S/He will lead and manage the operation of ERINHA, a distributed and pan-European research infrastructure, dedicated to the study of highly infectious emerging and reemerging diseases classified as Risk Group 4 (RG4) and bringing together European high containment and complementary research facilities and expertise required to perform cutting-edge research.

ERINHA AISBL is operating under International Non-profit Association of Belgian law legal statutes. Its operational and administrative unit – CCU – is hosted in Paris.

**Short description of ERINHA**

The European Research Infrastructure on Highly Pathogenic Agents (ERINHA) AISBL is a distributed infrastructure aiming to enhance European preparedness and research response to tackle highly infectious emerging and reemerging diseases by reinforcing capacities for the study of RG-4 and unknown pathogens.

ERINHA AISBL entered into implementation phase in July 2017, and aims to be operational by the end of 2018.

**Key Responsibilities and Accountabilities of the Role**

The Director General will act as the legal representative and the Chief Executive Officer of ERINHA AISBL. S/he will be accountable to the General Assembly of the ERINHA AISBL for the professional contribution in the performance of the following areas:

- Efficient scientific and technical management of ERINHA AISBL,
- Preparation and execution of its financial and administrative management,
- Coordinating development of action plans needed to ensure the implementation of strategies approved by the bodies of the Association
- Competent management of teams and staff,
- Ensuring the execution of the decisions of the General Assembly, supported and monitored by the Governing Board.

#### In particular the Director General shall:

- Develop and direct the implementation of the strategy for the progression of the ERINHA AISBL to full operability, in compliance with the ERINHA's Research Portfolio and Business plan. For this purpose the Director General shall prepare together with the Governing Board a draft annual Work Programme that will include a draft budget and staffing plan, together with preliminary draft indicative Work Programmes with its draft budget and staffing plan for the following year, and submit these to the General Assembly for approval;
- Ensure the daily management of the Association, including the supervision of the administrative and financial management by the Central Coordinating Unit, budget preparation, presentation to the relevant ERINHA bodies and execution;
- Be in charge of the execution of the Work Programme, and expenditure within the approved appropriations and budgetary headings and lines;
- Coordinate the development of all the action plans needed to ensure the implementation of strategies approved by the bodies of the Association;
- Participate to the development and present for approval to the corresponding bodies of the Association all strategies for the implementation of the ERINHA tasks as defined in the Statutes;
- Support the General Assembly and set the agenda of its meetings and prepare its deliberations with the CCU support, and implement the decisions of the General Assembly, supported and monitored by the Governing Board;
- Provide the General Assembly with a scientific and technically substantive annual report on the Work Programme, including audited accounts, tasks achieved, tasks not achieved and any appropriate explanations;
- Support the Scientific, Ethical and Strategic sections of the Advisory Board of ERINHA AISBL in their activities;
- Ensure that ERINHA AISBL services comply with the appropriate regulations and ELSI (ethical, legal and societal) principles;
- Organise the selection procedure and recruitment for further enlargement of the ERINHA CCU staff and any matter requiring such a procedure, including the appointment of the CCU officers in compliance with ERINHA's Human Resources policy and Business Plan;
- Channel the application process for ERINHA Nodes;
- Channel the procedure of admission and propose the exclusion of Members and Observers to the General Assembly;
- Engage and build strong linkages with ERINHA AISBL Members including their ministries, funding bodies, policy makers, ERINHA AISBL stakeholders and other key opinion leaders (European Research Area-wide) to support the delivery and operation of ERINHA AISBL;
- Ensure the representation of the Association in all contacts with Members, relevant international and national organisations and third parties in general (including the scientific leadership interactions with third parties)

- Lead high level interaction with European and international bodies and initiatives such the EC, ESFRI, WHO, ECDC etc.
- Promote the international integration of ERINHA AISBL;
  - Lead pan-European and international fundraising efforts for ERINHA AISBL;
  - Coordinate public relations and dissemination activities of ERINHA AISBL; and
  - Act as a legal representative of the Association.

## Requirements of the Role

The Director General should have a M.D. and/or Ph.D. degree in biology, microbiology or other related laboratory science, is well-recognized leader in the field with international working experience.

At least five years of increasingly responsible experience in the management area in research field.

The role of the Director General calls for a combination of technical, managerial and leadership abilities, which include:

- Excellent leadership abilities and strategic vision coupled with organisational and managerial skills to deliver a complex distributed pan-European infrastructure;
- Experience in setting up new structures (like consortia, departments or platforms), in collaborations between academia and industry, and experience in leading teams;
- Demonstrated ability to organize, prioritize and successfully complete complex projects.
- Experience in acquisition of third party grants;
- Scientific/technical competence with demonstrable knowledge of/and familiarity with the European research in the field of the highly pathogenic micro-organisms;
- An excellent community builder with good awareness of the sensitivities of operating across countries and disciplines;
- Ability to cooperate in an international team;
- Good knowledge of European institutions, especially the EC and ESFRI, and pan-European and international funding mechanisms, and experience in operating at European level;
- Strong oral and written communication skills in English. Good knowledge of French can be an asset. Knowledge of other European languages will be an asset;
- Willingness to travel
- A tenacious yet diplomatic personality.

English is the working language of ERINHA and as such it is expected that the incumbent will be a fluent English speaker, reader and writer, preferably with knowledge of at least another European Union language.

## Employment terms and conditions

The Director General will be appointed by the General Assembly of ERINHA AISBL and contracted by the ERINHA AISBL for a minimum of 3 years, with the possibility to be reappointed.

This is a full-time position but the appointee will be offered a possibility for gradual transition phase to relocate to Paris, France.

The Director General is not expected to retain a research laboratory or other significant responsibilities in addition to the role of Director General of ERINHA AISBL. Consideration will also be given to applicants wishing to take the role on leave of absence with respect to their current employer, provided that this is for a period of no less than three years.

**Salary:** the salary is made under the consideration of the personnel prerequisites and according to European standards for similar role and responsibilities and requirements of this function.

Applications must be sent in ENGLISH via email to the following address: [recruitment@erinha.eu](mailto:recruitment@erinha.eu) (copy to [diana.stepanyan-yerdamian@inserm.fr](mailto:diana.stepanyan-yerdamian@inserm.fr)) by October 19, 2018, 17:00 CET

**Starting date:** ASAP

**Place of employment:** In the ERINHA CCU premises - Paris, France.

For applications to be valid, candidates must submit:

A Cover letter

Curriculum Vitae [CV]

Certifications and references

The motivation letter (maximum of 3 pages) shall describe:

- (1) which aspects in the applicant's CV make her/him particularly suitable for DG of ERINHA AISBL,
- (2) how does s/he envisage the establishment of the pan-European operations of ERINHA AISBL, and
- (3) the candidate's leadership vision of action according to the job description

Candidates are requested to give details of the number of staff and nature of departments which they have previously managed and to indicate their approximate salary requirements.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be e-mailed in English language.  
Applications will be rejected if the dossier is incomplete or submitted after the deadline.