

VACANCY NOTE

European / International Project Manager (M/F) within ERINHA-AISBL

[European Research Infrastructure on Highly pathogenic Agents]

Location Paris, France

Duration Full time employment (218 days per year), 1-year contract, renewable, to start ASAP

Deadline 15 November 2021

JOB CONTEXT

The **E**uropean **R**esearch **I**nfrastructure on **H**ighly pathogenic **A**gents (ERINHA) is a pan-European distributed research infrastructure that operates as an international non-profit association under Belgian law, with its registered offices in Brussels, a Central Coordinating Unit (CCU) located in Paris, and members throughout Europe.

ERINHA offers high containment services to scientists, including laboratory experiment services, expertise, and training. The infrastructure also coordinates or participates in large-scale collaborations to advance research on highly infectious emerging and re-emerging pathogens.

The CCU implements ERINHA's scientific strategy, manages the research programmes, and provides all support functions to the governing bodies of the association for the operation of the infrastructure.

ERINHA will shortly start coordinating a highly challenging Horizon Europe action, the ISIDORe project (*Integrated Services for Infectious Disease Outbreak Research*), that proposes to orchestrate the largest and most diverse research and service-providing instrument to organise emergency research responses to pandemic threats in Europe. The project aspires to answer the most pressing needs of scientific user communities by giving them access to the whole extent of the consortium capacities in terms of state-of-the-art facilities, cutting-edge services, advanced equipment and expertise. ERINHA will receive functional support from Inserm Transfert for the administrative and financial management of this project but also needs to reinforce its own internal capacities.

In this context, we are looking for a skilled and motivated **European / International**

Project Manager to join the CCU in Paris, France, for a 1-year (renewable) contract.

Please note that we expect applications (CV and Cover Letter; 1-2 pages each) written in English ONLY. Applications written in any other language will not be considered.

JOB DESCRIPTION

As ERINHA's European / International Project Manager, you will be under the responsibility of the Director of Operations and report to the Director General of ERINHA. You will mostly be in charge of the administrative, financial and global project management of the ISIDORE project. You will also be expected to monitor other projects that ERINHA contributes to.

Your responsibilities will include but are not necessarily limited to:

- Providing functional support to ERINHA by implementing and following up on the ISIDORE project, especially the administrative, logistical and financial aspects;
- Acting as an interface between ERINHA and the parties involved in the ISIDORE project, including Inserm Transfert, the ISIDORE consortium and the governing bodies of the project;
- Monitoring the progress of the action against the planned tasks by managing deadlines, milestones and deliverables;
- Monitoring the budget;
- Coordinating the administration of the action (partner contacts, preparation of administrative documents, preparation of amendments, etc.);
- Coordinating the preparation and consolidation of the technical and financial reports;
- Disseminating relevant information to the parties involved in the project;
- Provide guidance to the partners on administrative and legal aspects;
- Organising and attending the project meetings (consortium meetings, executive meetings, governing meetings, etc.), and providing the minutes;
- Contributing to the internal and external communication activities of the project;
- Updating and maintaining the project information on the European Commission platform;
- Contributing to the implementation of appropriate management tools
- Contributing to the preparation of proposals for new funding
- Attending relevant meetings organized by funding authorities
- Working collaboratively with the CCU team.

PROFILE

Experience

We are looking for a professional with at least two (2) years of experience and deep knowledge of:

- European funding programmes, their rules and management
- The methodology of project and budget management
- The national and European institutional ecosystems

Demonstrated experience in managing a cluster project and/or a complex action will

be seen as a strong asset.

Additional knowledge of non-EU funding rules and programmes (NIH, Wellcome Trust, etc.) would be appreciated.

Education & training

- Master's degree in European project management, European affairs, political science, MBA. Other majors are welcome if you demonstrate professional experience that is relevant for the position.
- Languages: English is the working language and must be spoken fluently. Good communication skills in French will be appreciated.
- Specific additional training and / or certification in project management is an asset.
- Knowledge in infectious diseases is not necessary but could be a plus.

Skills

- Ability to work independently and proactively, but also as a team player
- Excellent analysis and organisational skills
- Ability to manage complex projects and multitask
- Excellent relational skills, to work efficiently with different actors within an intersectoral and multicultural environment
- Excellent writing abilities in English
- Proficient in Word, Excel and PowerPoint

WORKING CONDITIONS:

ERINHA is an inclusive, equal-opportunity employer offering attractive compensation and work conditions.

Flexible office hours, with occasional overtime work required.

Some travel (mostly in Europe) might be required.

The CCU office is located in Paris. Partial work from home office will be considered.

What you just read sounds like the right fit for you? Please send your full application to contact@erinha.eu no later than **15 November 2021**.

Your application must include:

- Your CV (1-2 pages) **in English**,
- A cover letter (1-2 pages) **in English**,
- The contact details of at least one and up to five of your former employers

For any question about the position, please contact audrey.richard@erinha.eu.

PLEASE NOTE THAT:

- **Applications will be reviewed on a rolling basis.**
- **Short-listed candidates will be contacted by 30 November 2021 for interviews fully conducted in English.**
- **Incomplete or inadequate applications will not be considered.**