

Scientific Project Manager (Junior)

ERINHA AISBL

[European Research Infrastructure on Highly Pathogenic Agents]

Location	Paris, France
Duration	One-year fixed-term contract, renewable, full-time employment (218 days/year), to start ASAP
Deadline	31 May 2022

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 access to laboratory facilities, expertise, and training. The infrastructure also coordinates or participates to 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 the support functions to the governing bodies of the association to ensure the smooth operation of the infrastructure.

With the adhesion of more and more members and increasing number of scientific projects to manage, the activity of ERINHA is constantly growing. We are therefore looking for a skilled and motivated junior **Scientific Project Manager** to join the CCU in Paris, France. ERINHA is an inclusive, equal-opportunity employer, offering attractive compensation and work conditions, including the possibility of part-time teleworking.

Please note that applications (CV and Cover Letter) written in any other language than English will not be considered.

JOB DESCRIPTION

As ERINHA's new Scientific Project Manager, you will work under the responsibility of the Director of Operations and report directly to the Director General. You will manage part of ERINHA's scientific activities and contribute to the implementation of the infrastructure's scientific strategy.

Your responsibilities as ERINHA Scientific Project Manager will include, but will not necessarily be limited to:

- Monitoring, managing and reporting on ERINHA's scientific activities, including preparation of deliverables, milestones and periodic reports
- Collaborating with and supporting the operations branch leading work packages in

- EU-funded projects with any scientific project management related tasks
- Evaluating the request for services submitted to ERINHA by external users and managing the independent peer review procedure
- Managing the access of external users to the infrastructure on an administrative and scientific level
- Contributing to the writing of grant applications and manuscripts
- Contributing to communication contents/tools.
- Contributing to develop and manage practical training programmes in the relevant research fields for internal and external users
- Liaising with partners about any project related operations, scheduling teleconferences and organising face-to-face meetings
- Working collaboratively with other CCU members to improve the infrastructure
- Other relevant tasks and support on an 'as needed' basis

PROFILE

You have an advanced degree in virology, or another closely related field.

You have excellent writing and communication skills in English. Having good communications skills in French would be a plus.

Knowledge of (re-)emerging high-consequence pathogens (notably Risk group 3 and 4 agents) and of the organization, structure and functioning of high containment facilities including safety, security and regulatory specificities would be a very strong asset.

Being familiar with EU funding programmes is a plus.

Being familiar with the landscape of European Research Infrastructures is a plus.

Team player, self-motivated, organized, flexible are keywords that describe you.

You are proficient with all standards software tools, including but not limited to Microsoft Office.

You are willing to travel to coordinate the projects with ERINHA's partners. (*Note: business travel is currently kept to a minimum*).

Previous experience in project management (establishing a budget, negotiating with partners, following up on multiple activities, reporting, etc.) is not essential but would be an advantage.

What you just read sounds like the right fit for you? Please send your full application) **in English** to recruitment@erinha.eu (copy to audrey.richard@erinha.eu) no later than **31 May 2022**. Your application must include:

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

Please note that:

- **Applications will be reviewed on a rolling basis. Short-listed candidates will be contacted within three (3) weeks of receipt of their application.**
- **Applications from candidates without a significant background in an appropriate scientific discipline will not be considered.**
- **Incomplete applications will not be considered**