

Project Manager - Junior

Job Description

Position	Responsible for administration and piloting
BAP	J – Administration and piloting
Missions	<p>He / She implements the activities foreseen in the H2020 European Grant Agreement “European Joint Programme on Rare Diseases”. He / she provides support to those responsible for the pillars of the EJP RD - Pillar 2 - Virtual Platform of Data, Resources and Tools and Pillar 3 - Training & Empowerment). He / she participates in the organization of the EJP RD activities as stated in the roadmap. He / she ensures the functioning of MS Teams and Helpdesk of the EJP RD. He / she provides the scientific background (carries out bibliographic research, writes preparatory documents), participates in the organization of workshops and contributes to the animation of working groups</p>
Activities	<ul style="list-style-type: none"> • Ensure that the "EJP on Rare Diseases" contract is properly executed • Assist the Pillar 2 and Pillar 3 working groups (plan, control and regulate activities) in coordination with the senior project manager and the EJP RD coordinator • Pilot the activities of the Helpdesk in coordination with the senior project manager and the EJP RD coordinator • Support EJP RD and ensure the support and daily follow-up of MS Teams requests • Monitor and analyze the scientific literature in the field of rare diseases and interact with experts in the field to collect and validate information • Collaborate with the communication manager in the production of content • Ensure the traceability of decisions and the organization of shared documents • Participate in the preparation of annual and final reports for the European Commission • Contribute to the organization of EJP RD meetings • Write meeting reports, activity reports
Associated Activities	<ul style="list-style-type: none"> • Monitor the activities of related projects and networks: Solve-RD, C4C, RD- Connect, 1 + MG, C-PATH RDCA-DAP and European Reference Networks (ERNs) • Contribute to the drafting of an annual report on research novelties in the field of rare diseases
Knowledge	<ul style="list-style-type: none"> • Knowledge of bioinformatics, use of data, • In-depth knowledge of the scientific and technical, national and international communities in the field of rare diseases • Knowledge of international cooperation • Knowledge of available databases • Excellent level of oral and written English, English as mother tongue would be a plus
Expertise	<ul style="list-style-type: none"> • Assist on the animation of a network / a working group • Mastering of computer tools and networking tools (MS Teams, Miro) • Ensure scientific, technical, or political monitoring according to the subjects of the working groups • Identify the aims and objectives of the project • Establish a project planning • Write a summary document • Evaluate the reliability and validity of resources and information

- Search and select strategic information
- Define the procedures for the production and processing of information adapted to the needs of the project
- Respect and / or ensure the ethical and professional principles related to the field
- Explain the meaning of a policy, a regulation, or an action by the implementation of written or oral communication actions
- Master oral and written presentation techniques
- Use different teaching methods to transmit knowledge to a variety of audiences
- Excellent Writing Skills in English

Aptitudes

- Be autonomous and methodical
- Proactivity and organization
- Capacity of analysis and synthesis
- Writing skills
- Good interpersonal skills, team spirit

Specificity (s) of the position

Bilingual in English or level C1 minimum (CECRL)

Numerous Interactions:

- Internally :
 - works under the responsibility of the Assistant Director of the Thematic Institute of Genomics, Genetics and Bioinformatics, delegated to the coordination of the EJP RD programme and of the EJP RD senior project manager
 - as a member of the EJP RD team, with the Director of the Thematic Institute of Genetics, Genomics and Bioinformatics and members of the team
- Externally:
 - with the Partners of the EJP RD and IRDiRC

Experience

Minimum experience of 2 years in the field of European project management. Experience and knowledge in the field of rare diseases and in the field of bioinformatics and data management would be particularly appreciable.

Education

- Doctoral thesis in biology / health / medicine or a master's degree in bioinformatics and experience in project management

Organization

Unit Code DR Paris 6/12

Title

Responsible Camille CHAUDONNERET

Composition

Address

Délégation Régionale Paris 6-12

Contrat

Type CDD

Duration One year renewable

Remuneration Application of the contractual scale of INSERM :
Between 2.476,05 € and 3.286,92 € gross mensual salary depending the professional experience

Desired starting Date 01/01/2021

How to apply

Please send **your CV and Cover Letter**

- Daria Julkowska
- E-mail : daria.julkowska@inserm.fr
- Tel : 06 20 14 13 81
- For more information on the EJP RD programme: www.ejprarediseases.org