

Responsible of IRDiRC Scientific Secretariat

Job Description

Position Responsible for administration and piloting

BAP J – Administration and piloting

Missions

- He / She implements the activities of the European Grant Agreement H2020 “European Joint Programme on Rare Diseases” in respect to the coordination of the scientific secretariat of the International Consortium for Research on Rare Diseases (IRDiRC). He / she supervises the functioning of the secretariat and ensures the strategic connection with the activities implemented within the framework of the European Joint Program on Rare Diseases (EJP RD). He / she proposes the schedule of actions, prepares the documents foreseen in the contract and organizes the meetings. He / she provides support to IRDiRC committees. He / she supervises a senior project manager and interacts with other team members daily.

Activities

- Ensure that the activities of the Scientific Secretariat foreseen in EJP RD are correctly executed
- Organize activities in agreement with the program coordinator, in particular the close collaboration between IRDiRC and EJP RD
- Provide support to IRDiRC committees
- Support the IRDiRC chair and vice-chair in the management of the consortium
- Participate in preparation of the IRDiRC strategic roadmap and ensure its connection with the activities of EJP RD
- Ensure the traceability of decisions and organization of shared documents
- Inform the communication manager of IRDiRC's communication and dissemination needs
- Participate in the preparation of annual and final reports for the European Commission

Associated Activities

- Monitor the activities of related projects and networks: RDCRN, IRUD, C-PATH, RDI, Global Commission and other international rare disease programs

Knowledge

- Master the methods of project management
- In depth knowledge of the institutional and policy environment of research, as well as the scientific and technical communities, national and international, in the field of rare diseases
- Knowledge of international collaborations in the field of RD
- Direct and transversal staff management
- Excellent level of oral and written English, or English as mother tongue

Expertise

- Analyze and use strategic information
- Identify aims and objectives of the project
- Capacity to Planify, stratify and prioritize
- Capacity to develop a medium / long term vision based on the information collected
- Collaborate with different stakeholders (medical, researchers, industry, patients, policy makers)
- Manage staff
- Respect and / or ensure the ethical and professional principles related to the field
- Master oral and written presentation techniques

- Use different teaching methods to transmit knowledge to a variety of audiences

Aptitudes

- Be autonomous, methodical, and organized
- Be proactive
- Analytical and strategic mind
- Be reactive and proactive in international meetings
- Capacity to listen
- Good writing skills
- Good interpersonal skills, team spirit
- Accountability towards supervisors

Education

PhD in biology / health / medicine and / or Doctor of Pharmacy

Specificity (s) of the position

Bilingual in English or level C1 minimum (CECRL)

Numerous Interactions:

- Internally :
 - o 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
 - o 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:
 - o with the Partners of the EJP RD and IRDiRC and the European Commission

Experience

Minimum experience of 5 years in the field of the coordination and management of the European projects. Experience in international medical research sector - experience in rare disease research sector would be a plus.
Minimum of 3 years of experience in staff management

Organization

Unit Code

DR Paris 6/12

Title

Responsible

Camille CHAUDONNERET

Composition

Address

Délégation Régionale

Paris 6/12

Contrat

Type

CDD

Duration

1 year renewable

Remuneration

Application of the contractual scale of INSERM:
Between 2.620,85 € and 3.286,92 € gross monthly salary depending on 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

