

## Project Manager – Junior

### Job description

**Role** Responsible for administration and piloting

**Classification (BAP)** J – Gestion et Pilotage

**Functions**

- Implement the activities foreseen in the H2020 European Grant Agreement “European Joint Programme on Rare Diseases”.
- Provide 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.
- Participate in the organization of EJP RD activities as stated in the programme.
- Ensure the functioning of the Helpdesk of the EJP RD.
- Provide the scientific background (carry out bibliographic research, write preparatory documents), participate in the organization of workshops and contribute to the animation of working groups

**Activites**

- 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
- 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
- Draft meeting reports, activity reports

**Associated activities**

- 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

**Expertise**

- 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 spoken and written English, native English speaker would be a plus

**Competences**

- Assist with the animation of a network / a working group
- 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 assure 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

- Autonomous and methodical
- Proactive and organized
- Analytical ability and synthesis
- Writing skills
- Good interpersonal skills, team spirit

#### Specific Requirements

Bilingual in English or level C1 minimum (CECRL)

Interactions:

- Internal:
  - 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 managers
  - 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
- External:
  - 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.

#### Qualifications

- 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**

**Person-in-charge** Camille CHAUDONNERET

**Composition**

**Address**

**Regional Delegation** Paris 6

### Contract

**Type** CDD

**Durée** One (1) year renewable

**Remuneration** Application of the contractual scale of INSERM:  
Between 2476.05 € and 3286.92 € gross monthly salary depending the professional experience

**Start date** July / August 2021 (please note that INSERM recruitment procedures can take from 6-8 weeks from the time the candidate is chosen)

## How to apply

Please send your **CV** and **cover letter** to:

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