

Scientific Project Manager

International Rare Disease Research Consortium (IRDiRC)

Job Description

Role Responsible for administration

Classification (BAP) J – Management

Functions

- As part of the coordination team of the Joint European Programme on Rare Diseases (EJP on Rare Diseases) they will be part of the IRDiRC Scientific Secretariat.
- He/she organises and administrates IRDiRC Task Forces and committees, as well as broader consortium activities.
- He/she works in collaboration with two IRDiRC project managers, a communication manager and interacts on a daily basis with other members of the EJP RD team.
- He/she interacts with IRDiRC member organisations in order to identify information to be disseminated via different communication networks.

Main activities

- Provide support to IRDiRC committees (operational support, bibliographic synthesis and writing of scientific reports/publications, scientific participation in working groups)
- Ensure that IRDiRC's scientific secretariat activities specified in the EJP RD contract are properly carried out.
- Organise the activities in agreement with the coordinator of the Scientific Secretariat
- Accompany the chair and vice-chair of IRDiRC in the overall management of the consortium
- Participate in the annual (scientific) editing of IRDiRC's strategic plan and ensure its connection with the activities of EJP RD
- Ensure accountability of decisions and organisation of shared documents
- Inform the communication manager about IRDiRC's communication and dissemination needs
- Interact with IRDiRC member organizations to develop the content of communication campaigns
- Participate in the preparation of the 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 programmes

Knowledge

- Strong project management knowledge
- Understanding of the international medical research environment
- Excellent level of oral and written English. English as a mother tongue would be a plus

Expertise

- Plan, prioritize and deliver scientific documents
- Search, select and use strategic information
- Identify the aims and objectives of the project

- Develop a medium- to long-term vision based on the information collected
- Collaborate with interlocutors representing various fields (medical, bioinformatics, industrial, patients, policymakers)
- Respect and/or ensure respect for ethical and deontological principles related to the field
- Master oral and written presentation techniques

Aptitudes

- Be autonomous, methodical and organized
- Interpersonal skills and cultural sensitivity
- Able to juggle multiple projects at one time
- Takes initiative
- Analytical and strategic thinking
- Be responsive and proactive to members and the rest of the team
- Drafting, referencing and editing manuscripts
- Awareness of data privacy
- Reporting

Specific Requirements of the position

English environment: bilingual or level C1 English minimum (CEFRL)

Multiple interactions:

- Internally:
 - Works under the responsibility of the IT GGB Assistant Director delegated to the coordination of the EJP RD program
 - As a member of the EJP RD team, with the Management of the GGB Thematic Institute and the members of the team
- Externally: with IRDiRC members, with the European E-Commission, the partners of the EJP RD program

Experience desired

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

Qualifications desired

- Holder of a doctoral thesis in biology/health/pharmacy or Doctor of Medicine

Organization

Unit code DR Paris 6/12

Title

Person-in-charge Camille CHAUDONNERET

Composition

Address

Regional Delegation Paris 6

Contract

Type CDD

Duration One (1) year renewable

Remuneration Application of the contractual worker scale of Inserm:
Between 2620.85 € and 3286.92 €, then according to the professional experience acquired

Start date 01/09/2021 (Please note that INSERM recruitment procedures can take from 6-8 weeks from the time the candidate is chosen)

To apply

Send your **CV** and **cover letter** to:

- Daria Julkowska
- E-mail: daria.julkowska@inserm.fr
- Phone: 06 20 14 13 81
- For more information on IRDiRC: www.irdirc.org