

Scientific Project Manager for Rare Diseases

Job Description

Role	Responsible for administration
Classification (BAP)	J – Management
Functions	<ul style="list-style-type: none">• He/she implements the activities outlined in the H2020 project “European Joint Programme on Rare Diseases” (EJP RD) as foreseen for the Scientific Secretariat of the International Rare Diseases Research Consortium (IRDiRC) and for Pillar 4 of EJP RD (innovation and acceleration of clinical research)• He/she contributes to the efficient functioning (scientific) of the Secretariat and ensures the strategic connection to activities implemented in the EJP RD• He/she undertakes the planning of activities, prepares the documents and organizes meetings• He/she provides support to IRDiRC committees and to EJP RD Pillar 4 Work Package Leaders• He/she interacts with IRDiRC member organisations in order to identify information to be disseminated via different communication networks.• 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.
Main activities	<ul style="list-style-type: none">• Ensure that the activities of EJP RD Pillar 4 and the IRDiRC Scientific Secretariat as specified in the EJP RD contract are properly carried out• Organise the activities in agreement with the coordinator of the Scientific Secretariat• Provide support to IRDiRC committees and members of EJP RD Pillar 4 (operational support, bibliographic synthesis and writing of scientific reports/publications, scientific participation in working groups)• Accompany the chair and vice-chair of IRDiRC in the overall management of the IRDiRC consortium• Participate in the annual (scientific and technical) editing of the strategic plans of IRDiRC and EJP RD• Ensure traceability of decisions and organisation of shared documents• Inform the communication manager about IRDiRC's and Pillar 4 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	<ul style="list-style-type: none">• Monitor the activities of related projects and networks: RDCRN, IRUD, C-PATH, RDI, Global Commission and other international rare disease programmes
Knowledge	<ul style="list-style-type: none">• Strong project management knowledge• Understanding of international collaboration models• Excellent level of oral and written English. English as a mother tongue would be a plus

- Expertise**
- Search, select and use strategic information
 - Identify the aims and objectives of the project
 - Plan, prioritize and deliver scientific documents
 - Develop a medium- to long-term vision based on the information collected
 - Collaborate with stakeholders 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
 - Take initiative
 - Analytical and strategic thinking
 - Be responsive and proactive particularly in international meetings
 - Good listening skills
 - Good writing skills
 - Good interpersonal skills and team spirit
 - Know how to effectively report actions

- 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 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. Proven 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 01/02/2022 (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
- For more information on EJP RD: www.ejprarediseases.org