

European project manager (H/F)

Background

The Aerosols, Clouds and Trace Gases Research Infrastructure (ACTRIS) is an international organisation, which develops services to support scientific research in the field of climate and air quality. ACTRIS brings together 24 countries and over 100 research laboratories in Europe.

The Institut Pierre Simon Laplace is a research institute in climate sciences located in the Paris region, France. This institute is strongly involved in ACTRIS, via the management of three ACTRIS operational units which bring together a total of 30 people. These three French units develop services within a European framework.

Mission

The Project Manager's mission will be to manage French and European projects within these three units, under the hierarchical responsibility of a scientific coordinator. This mission will include activities of animation of an international consortium, operational, administrative and financial management, as well as communication activities.

Main Activities

Project management

- Designing with the scientific coordinator the administrative set-up of new projects, work plans, task allocation and deliverables
- Together with the scientific coordinator, design the financial set-up of the projects and the distribution of the annual budget
- Coordinate the implementation of projects, ensure the follow-up of the work plan, monitor and participate in the production of deliverables
- Co-animate the project consortium, organise consortium meetings, draft minutes of meetings
- Develop, organise and update management tools and documents necessary for project management (procedure guides, standard document templates, collaborative workspace, etc.)
- Coordinate and participate in the administrative and financial reporting of projects in conjunction with the financial management team
- Act as an intermediary between the governance bodies of the European structure and the project consortium on administrative aspects

Communication

- Implementing internal communication actions: mailing list, collaborative work space, etc.
- Development of communication material: posters, presentations, articles and web content
- Maintenance of the project website, coordination of contributions to news articles
- Organisation and animation of French and international events
- Disseminating and archiving information

Legal follow-up

- Ensure compliance with the obligations described in the grant agreements and consortium agreements
- Ensure compliance with the rules, administrative and contractual procedures in relation to the laboratory's administrative supervisors
- Support for the drafting of agreements and consortium agreements within the ACTRIS research infrastructure

Expected skills

- Experience in European project management (min 1-2 years)
- Knowledge of European institutional and financial arrangements
- Knowledge of the organisation and functioning of French and European higher education and public research
- Excellent written and spoken French and English, especially for public communication in an international context
- Excellent command of MS Office software (excel, word and powerpoint)
- Creation of tools for collaborative work
- Organisational skills, rigour, initiative, efficiency and ability to summarise
- Ability to work both in a team and independently
- Knowledge of Wordpress is an asset

Liens utiles :

The ACTRIS research infrastructure (Europe) <https://www.actris.eu/>

The ACTRIS research infrastructure (France) <https://www.actris.fr/>

The three operational units:

- Centre of expertise "cloud": <https://www.actris.eu/topical-centre/ccres>

- Centre of expertise "aerosols": <https://www.actris-ecac.eu/>

- Atmospheric Observatory: <https://sirta.ipsl.fr/>

Job situation and conditions :

Location: The position is based at the Institut Pierre Simon Laplace (Sorbonne University, Paris, France) and Plateau de Saclay (Ecole Polytechnique, Palaiseau, Orme des Merisiers, France)

Recruitment level: Minimum Master degree in European project management, international relations, research administration

Desired experience: Minimum 1 or 2 years experience in project management

Gross monthly salary: From 2 100 € gross depending on experience

Type of contract : Technical/Administrative

Expected start date: 1 July 2022

Working time: Full time

Initial contract duration: 12 months

Applications (CV, cover letter, possible references) to be sent by e-mail before 31 May 2022 to the attention of Martial HAEFFELIN (martial.haeffelin@ipsl.fr)