


# Project Manager

## Rare Diseases - Collaborative Research Funding, Education, and Training

 12-month fixed-term contract

 Start : 01/09/2024

 Biopark (75013)

 Partial remote work

 Master's degree

### Job Description

#### Main Mission

- Within the framework of the execution and monitoring of the European program "[European Rare Diseases Research Alliance \(ERDERA\)](#)" ([link](#)), funded through "Horizon Europe" HORIZONHLTH-2023-DISEASE-07 as a COFUND Action, we at [Inserm](#) are recruiting a Senior Scientific Project Manager for Rare Diseases to oversee activities related to collaborative research funding on rare diseases (Work Packages 3, 4, and 5 of ERDERA), and education and training activities (Work Package 20).
- This mission will be carried out within the ERDERA coordination team.
  - They will implement the planned activities within the rare disease research funding programs and the education and training initiatives.
  - They will propose the action schedule, prepare the required documents, and organize meetings.
  - They will support the teams, ensure coordination among the various stakeholders, and guarantee the successful execution of the programs.
  - They will provide necessary support to the leaders of various research and training activities and initiatives.

#### Main Activities

- Organize activities in accordance with the ERDERA coordination team.
- Ensure the traceability of decisions (including, but not limited to, drafting meeting minutes and activity reports) and organize shared documents.
- Identify and monitor the execution of decisions until their completion.
- Participate in the preparation of periodic and final reports for the European Commission.
- Participate in organizing scientific conferences.
- Act as an interface between the various project partners and the European Commission.
- Monitor and evaluate the impact of the activities of the Collaborative Research Funding, Education, and Training (using existing performance and impact indicators and developing new ones as needed).
- In the context of [collaborative rare diseases research funding](#), provide support and contribute to the coordination of the following activities:
  - Develop and implement project call procedures;
  - Contribute to organizing and ensuring compliance with procedures for project selection;
  - Monitor projects and establish action assessments;
  - Plan and contribute to gathering, producing, processing, and providing essential information, particularly statistical data, useful for studies and evaluations;
  - Ensure the integration of funding activities and research project monitoring with other ERDERA services, including but not limited to:
    - Aligning the exploitation of results with the activities of the ERDERA Clinical Research Network;
    - Coordinating with the Data Services Hub for planning the management and the processing of the data generated by research projects;

- Meeting training needs and empowering stakeholders involved in funded research with the Education & Training Hub;
- Utilizing the expertise offered by the Expertise Services Hub to meet regulatory requirements, apply innovative methodologies, and translate results into clinical development;
- Using the services of the Acceleration Hub to advance development towards viable therapeutic or diagnostic solutions;
- Draft texts contributing to impact studies and analyses.
- In the context of education and training activities, your main tasks will be to support and help coordinate the following tasks:
  - Conducting literature reviews to identify existing and upcoming education and training programs and materials of interest;
  - Designing and implementing training programs for various stakeholders, including in-person and hybrid workshop formats as well as online training modules, including videos, webinars, and interactive course materials;
  - Promoting and disseminating training programs through targeted communication campaigns in liaison with the communication and dissemination team;
  - Monitoring and evaluating the impact of training programs;
  - Continuously improving training programs based on participants' feedback;
  - Writing and updating educational guides and training manuals to support continuous learning.
- Monitor and keep track of the activities of related projects and networks (especially those listed in the [Strategic Research and Innovation Agenda \(link\)](#)).
- Inform the ERDERA communications manager about communication and dissemination needs for activities and results.
- Contribute to the establishment of standard operating procedures and the operation of the ERDERA Helpdesk.
- You may be required to engage in other ERDERA actions, contribute to the cross-cutting activities of Inserm's Thematic Institute of Genetics, Genomics, and Bioinformatics, and tasks related to this position may evolve over time.
- Occasional international travel is expected.

### Specificity and work environment

English environment: bilingual or minimum C1 level in English (CEFR)

Numerous interactions:

- Internal:
  - works under the responsibility of the Deputy Director of IT GGB and the ERDERA coordination delegates.
- External:
  - with national authorities (ministries, strategic institutions, etc.) of the 27 EU member countries (EU 27), the European Commission, and program partners.

ERDERA offers a collaborative and dynamic work environment, bringing together internationally renowned experts in the field of rare diseases. Team members benefit from an innovative platform that promotes knowledge exchange and innovation. Working within ERDERA means engaging in projects with significant social impact while operating in an international framework with opportunities for collaboration with prestigious institutions, leading researchers, and patient organizations. The environment is enriched by a culture of mutual support, continuous professional development, and the use of cutting-edge technologies to achieve ambitious research and training goals.

### Knowledge

- Knowledge of the institutional and political research environment, as well as national and international scientific and technical communities in the field.
- Familiarity with the rare diseases environment, particularly the interactions between national activities of the EU 27 and European activities.
- Knowledge of project management methods for complex projects.

## Skills

- Identify the goals and objectives of projects.
- Establish various specifications.
- Plan the means for project realization and follow-up.
- Negotiate contracts with national and international service providers.
- Turn a request into a study problem and follow it through to resolution.
- Research and select strategic information.
- Evaluate the reliability and validity of sources and information.
- Conduct systematic reviews and write summary documents.
- Define production and information processing procedures tailored to the needs of the concerned interlocutor and/or organization.
- Respect and/or enforce ethical and deontological principles related to the field.
- Explain the meaning of a policy, regulation, or given action to the concerned actors through written or oral communication actions.
- Master oral and written presentation techniques.
- Use various pedagogical methods to convey knowledge to diverse audiences.
- Be highly proficient in English (oral/written).
- Have excellent writing skills.
- Write educational support materials.
- Proficiency in computer tools (Excel, Word, PowerPoint, collaborative platforms like Microsoft Teams & SharePoint, Slack, generative AI tools, etc.).

## Abilities

- Ability to work in a multicultural context with a variety of partners.
- Be reactive and proactive.
- Demonstrate rigor and organization.
- Be autonomous, methodical, and organized.
- Be a source of proposals.
- Willingness for continuous improvement and skill acquisition that benefits the work and the team.
- Strong analytical and synthesis skills.
- Excellent writing skills.
- Good interpersonal skills and team spirit.
- Open-mindedness and diplomatic sense.
- Good listening skills.
- Ability to report effectively.

## Desired Experience(s)

- Minimum of 3 years of experience required in managing European/international projects.
- Knowledge of national and European research funding mechanisms and experience in managing European or international research project calls.
- Experience in the field of rare disease research would be a plus.

## Degree Level and Training(s)

- A Master's degree in Sciences, European Affairs, or a Doctorate in biology/health/medicine/pharmacy.

## General Information

**Start Date** 01/09/2024

## Duration (Fixed-term contracts and secondments)

12 months  
Renewable :  YES  NO

## Working Hours

- Full-time
- 38.5 hours per week
- 45 days of Annual Leave and Time Off in Lieu (RTT)

**Remote work** YES NO**Salary**

- **Contractual employees:** Between 2 651,49 € and 3 949,21 € gross monthly depending on professional experience in positions of equivalent level.

**Application Procedures****Application deadline**

31-07-2024

**Contact**Daria JULKOWSKA ([recrutement@ejprarediseases.org](mailto:recrutement@ejprarediseases.org))**Contractual employees**

- Send CV and cover letter to Daria JULKOWSKA ([recrutement@ejprarediseases.org](mailto:recrutement@ejprarediseases.org))
- Specify your salary expectations.