

VACANCY NOTE

European Project Manager, Junior (M/F/X)

within ERINHA-AISBL

[European Research Infrastructure on Highly pathogenic Agents]

Location Paris, France

Duration Full time employment (218 days per year), 3-year contract, to start on 01 February 2024.

Deadline 22 December 2023

JOB CONTEXT

ERINHA (**E**uropean **R**esearch **I**nfrastructure on **H**ighly pathogenic **A**gents) is a non-profit NGO dedicated to supporting research against the world's deadliest pathogens. With an administrative base in Brussels, its main offices are in Paris, France. ERINHA's aim is to promote and facilitate research into emerging or re-emerging infectious diseases by providing scientists with high containment research services. ERINHA also coordinates Europe-wide programmes funded by the European Union to advance research into these highly pathogenic agents.

In 2024, our portfolio of EU-funded projects will increase substantially.

In this context, we are looking for a skilled and motivated **European Project Manager (Junior)** to join the CCU in Paris, France, for a 3-year contract.

Please note that we ONLY expect applications (CV and Cover Letter; 1-2 pages each) written in English. Applications written in any other language will not be considered.

JOB DESCRIPTION

As ERINHA's Junior European Project Manager, you will be part of the Operations team under the responsibility of the Director of Operations & Scientific Strategy and working closely with the European Project Manager in place. You will contribute to the administrative, financial and global project management of ERINHA's Horizon Europe-funded projects.

Your responsibilities will include but are not necessarily limited to:

- Providing functional support to ERINHA by implementing and following up on your assigned projects, especially the administrative, logistical and financial aspects;
- Acting as an interface between the project consortium members and the European Commission Project Officers;
- Monitoring the progress of the action against the planned tasks by managing deadlines, milestones and deliverables;
- Monitoring the budget;
- Coordinating the administration of the action (partner contacts, preparation of administrative documents, preparation of amendments, etc.);
- Coordinating the preparation and consolidation of the periodic technical and financial reports;
- Disseminating relevant information to the parties involved in the project;
- Provide guidance to the partners on administrative and legal aspects;
- Organising and attending the project meetings (consortium meetings, executive meetings, governing meetings, etc.), and providing the minutes;
- Contributing to the internal and external communication activities of the project;
- Updating and maintaining the project information on the European Commission platform;
- Contributing to the implementation of appropriate management tools
- Contributing to the EU-required communication & dissemination activities of the projects, including social media, website and newsletters
- Contributing to the preparation of proposals for new funding
- Attending relevant meetings organized by funding authorities
- Working collaboratively with the CCU team.
- Performing any other task relevant to the position (upon prior discussion with management).

PROFILE

Experience

We are looking for a professional with some experience and knowledge of:

- European funding programmes, their rules and management
- The methodology of project and budget management
- The European institutional ecosystems

Education & training

- Master's degree in project management, European affairs, political science, or MBA. Other majors are welcome if you demonstrate professional experience that is relevant for the position.
- Languages: English is the working language and must be spoken fluently. Good communication skills in French will be appreciated but is not absolutely

mandatory.

- Specific additional training and / or certification in project management is an asset.
- Knowledge in infectious diseases is not necessary but would be a plus.

Skills

- Ability to work independently and proactively, but also as a team player
- Excellent analysis and organisational skills
- Ability to manage complex projects and multitask
- Excellent relational skills, to work efficiently with different actors within an intersectoral and multicultural environment
- Excellent writing abilities in English
- Proficient in Word, Excel and PowerPoint

WORKING CONDITIONS:

ERINHA is an inclusive, equal-opportunity employer offering attractive compensation and work conditions.

Flexible office hours, with occasional overtime work required.

Some travel (mostly in Europe) might be required.

The CCU office is located in Paris. Partial work from home office will be considered.

Applicants must have the right to work in France. ERINHA is unable to provide sponsorship for a work visa.

What you just read sounds like the right fit for you? Please send your full application to audrey.richard@erinha.eu no later than **22 December 2023**.

Your application must include:

- Your CV (1-2 pages) **in English**,
- A cover letter (1-2 pages) **in English**,
- The contact details of at least one and up to three of your former employers

For any question about the position, please contact audrey.richard@erinha.eu.

PLEASE NOTE THAT:

- **Only short-listed candidates will be contacted; interviews will be conducted in English in January 2024.**
- **Incomplete or inadequate applications will not be considered.**