

## VACANCY NOTE

### **European Project Manager, Junior Profile (M/F/Non-binary) within ERINHA-AISBL**

**[European Research Infrastructure on Highly pathogenic Agents]**

<b>Location</b>	Paris, France – with flexible remote working possibilities
<b>Duration</b>	Full time employment (218 days per year), 3-year contract with possibility to renew ( <i>CDI de chantier</i> ), to start ASAP
<b>Deadline for application</b>	03 April 2026
<b>Start date</b>	01 May 2026

#### **JOB CONTEXT**

The **E**uropean **R**esearch **I**nfrastructure on **H**ighly pathogenic **A**gents (ERINHA) is a pan-European distributed research infrastructure that operates as an international non-profit association under Belgian law, with its registered offices in Brussels, a Central Coordinating Unit (CCU) located in Paris, and members throughout Europe.

ERINHA provides access to high-containment laboratory services, expertise, and training to scientists working on highly infectious emerging and re-emerging pathogens. In addition, the infrastructure coordinates and participates in large-scale European collaborative projects aimed at strengthening research preparedness and response capacities.

The CCU implements ERINHA's scientific strategy, manages the research programmes, and supports the governing bodies in the operation and strategic development of the infrastructure.

ERINHA coordinates and supports multiple Horizon Europe projects in the Health and Research Infrastructure domains. In 2026, this portfolio includes the coordination of three projects and participation in a further seven, with additional proposals under preparation.

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

**Please note that applications (CV and cover letter, 1-2 pages each) must be submitted in English. Applications in any other language will not be considered.**

## **JOB DESCRIPTION**

As European Project Manager (Junior profile), you will contribute to the effective implementation of ERINHA's portfolio of EU-funded projects. Working under the supervision of the Director of Operations & Scientific Strategy and with day-to-day guidance from the Senior European Programme Manager, you will progressively assume responsibility for assigned projects, ensuring their administrative, financial, and operational follow-up.

This position offers hands-on experience in European research project coordination, direct interaction with international partners, and close engagement with European Commission services.

Your responsibilities will include but are not limited to:

### Project Management and Coordination (approx. 70%)

- Support the implementation and follow-up of assigned Horizon Europe projects, with a focus on administrative, financial, and operational aspects
- Monitor project progress against planned tasks, milestones, and deliverables
- Ensure compliance with Horizon Europe rules and grant agreement obligations
- Maintain and update project information on relevant European Commission platforms (e.g. Funding & Tenders Portal)
- Coordinate the preparation and consolidation of periodic technical and financial reports
- Monitor project budgets in collaboration with internal and external stakeholders
- Prepare and follow up on amendments and administrative documentation
- Act as a key interface between consortium partners and European Commission Project Officers
- Contribute to the development and improvement of project management tools and internal procedures
- Support the preparation of new project proposals, as relevant

### Meetings & Event Organisation (15%)

- Organise consortium, executive, and governance meetings (including logistics, agenda coordination and documentation)
- Draft and circulate meeting minutes and follow-up actions
- Participate in relevant meetings organised by funding authorities (e.g. European Commission)

### Support to Communication and Dissemination Activities (10%)

- Contribute to the EU-required communication & dissemination activities of the projects, including social media, website and newsletters
- Contribute to the internal and external communication activities of the project;
- Ensure the timely dissemination of relevant information to project partners

### Support to Other CCU Activities (5%)

- Work collaboratively with the CCU team.
- Contribute to cross-cutting CCU activities (e.g. preparation of internal reports, support to the development of internal tools and processes, etc)
- Perform additional tasks relevant to the role, as agreed with management

## PROFILE

### Experience

#### Required

- Initial professional experience in European research project management (e.g. Horizon 2020 projects or Horizon Europe)
- Good knowledge of European funding programmes (in particular Horizon Europe), their rules and procedures
- Experience with budget management
- Experience working in an international and multicultural environment

#### Desirable

- Familiarity with the European institutional and research ecosystem
- Experience in event organisation
- Experience in infectious diseases or research infrastructures is an asset but not required.

### Education & training

- Master's degree in a relevant field (e.g. project management, European affairs, international relations, public administration, life sciences, or equivalent professional experience)
- Languages: English is the working language and must be fluent (written and spoken). Good communication skills in French are desirable.
- Additional training and / or certification in project management is an asset.

### Skills & competencies

- Ability to contribute to the management of complex projects and multiple deadlines OR Ability to manage multiple tasks and deadlines in a complex project environment
- Strong interpersonal skills and ability to interact with diverse stakeholders within an intersectoral and multicultural environment
- Excellent analytical and organisational skills
- Structured and detail-oriented approach
- Excellent writing and communication abilities in English
- Ability to work independently and proactively, but also as a team player
- Proficiency in MS Office tools (Word, Excel, PowerPoint)

## WORKING CONDITIONS:

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

Flexible office hours, with occasional additional workload depending on project needs.

Some travel (primarily within Europe) might be required.

The CCU office is located in Paris. A hybrid working arrangement is in place, with partial remote work possible.

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

## HOW TO APPLY

Does this sound like the right fit for you? Please send your full application to [claire.connellan@erinha.eu](mailto:claire.connellan@erinha.eu) by **03 April 2026**.

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 former employers (references will only be contacted at later stages of recruitment after an interview with the applicant)

For any questions regarding the position, please contact [claire.connellan@erinha.eu](mailto:claire.connellan@erinha.eu).

## PLEASE NOTE THAT:

- Applications will be reviewed on a rolling basis.
- Short-listed candidates will be contacted by 10 April 2026 for interviews which will be conducted in English.
- Incomplete applications will not be considered.