

Project Manager
Theoretical Neuroscience Group
Institute of Systems Neuroscience (INS)
UMR1106 AMU-Inserm, Marseille, FRANCE

The Institute of Systems Neuroscience (<https://ins-amu.fr>), a joint Inserm-University research unit located on the Timone campus in Marseille, is seeking to recruit a project manager under the authority of the team leader and institute director, Viktor Jirsa. His team is composed of about 30 members and participates in numerous large-scale research projects, including national projects such as the RHU EPINOV, European projects such as the Human Brain Project (<http://www.humanbrainproject.eu>) and the Virtual Brain Cloud and international projects such as the Virtual Brain (<http://www.thevirtualbrain.org>). This position, at the interface between research and administration, is key to ensuring good liaison with the various parties involved.

Tasks and activities of the position:

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The project manager will assist the team leader in the management and monitoring of research funding and projects. He/she will be the main contact for all administrative and financial needs, he/she will participate in the setting up of scientific projects, the organisation of national and international meetings and congresses, the preparation of workshops and training sessions and will assist in the preparation of scientific and financial reporting in relation with the different administrative institutions and funding organisations. All these tasks will be carried out under the supervision of the team leader and the secretary general of the institute.

Activities of the post :

- The project leader will carry out the following activities:
- Assisting the team leader in setting up and monitoring research projects
- Staff recruitment: Welcoming, informing and guiding the team's staff in their administrative procedures, liaison with human resources departments, international offices, monitoring of time sheets, etc.
- Organise scientific meetings
- Writing letters and minutes of meetings
- Budget management: ensure the proper use of research funds according to financial regulations and public procurement, budget monitoring, follow-up of orders, business trips and reimbursements
- Liaise with other administrative managers within the supervisory bodies, funding organisations, suppliers and collaborators
- Participate in the dissemination and communication of the team's results in conjunction with the communication departments of the supervisory authorities
- Establish working procedures, gantt charts, timelines for the follow-up of the activity by integrating a quality approach
- Follow-up and writing of reports (financial, scientific), among others for risks, Progress Indicators (PrIs), Key Project Indicators (KPIs), Project Outcomes (POs)
- Monitoring of deliverables, outputs and milestones of ongoing projects as well as monitoring of the risk management plan
- Monitoring of patents and the maturation of inventions from the laboratory on the legal (intellectual property), economic (market) and technological (technological maturation) levels

Skills required

Knowledge

Knowledge of public research funding in France and Europe
Knowledge of the general functioning of the public research administration
Knowledge of regulations and procedures relating to grants and public procurement
Written and oral comprehension and expression in French and English (essential)

Skills

Ability to write letters, reports and minutes (French/English)
Ability to draw up budget summary statements
Know how to prioritise
Know how to plan activities, deadlines and respect deadlines
Know how to organise the filing and storage of documents and information processed
Know how to apply rules to common cases and have them applied (e.g. purchasing, recruitment, missions)
Ability to use office tools (word, excel, powerpoint, email software) and management tools

Skills

- Organisational skills
- Rigour
- Autonomy
- Ability to work in a team and to exchange ideas
- Ability to interact with different research professions
- Availability
- Confidentiality

Relevant diplomas

Desired professional experience: at least 3 years of professional experience in public research and/or European/national project management.

Substantial experience in project management. A degree in management is a plus.
A PhD or postgraduate degree in neuroscience, biology, physics or engineering is desirable.

The salary will depend on the candidate's professional experience.

Desired start date

Fixed-term contract until the end of the HBP (September 2023); start date: immediate
To apply, please send your CV with at least 2 reference letters and a cover letter to Lisa Otten (lisa.otten@univ-amu.fr)