

APPOINTMENT OF A EUROPEAN PROJECT MANAGER for the management of an Innovative Training Network (ITN) project

The “Institut de Neurosciences de la Timone” INT is recruiting a European Project Manager.

Context of the offer:

Aix-Marseille University has recently received Horizon 2020 funding for the implementation of the **In2PrimateBrains** Project (<https://cordis.europa.eu/project/id/956669>).

In2PrimateBrains proposes a highly competitive training-through-research program dedicated to the study of neuronal intra- and inter-areal communication in non-human primate (NHP) brains. This program will empower the next generation of researchers with best practices and cutting edge methodologies for studying complex neuronal activity from multiple brain areas.

The European project manager (EPM) will join the management team at the INT institute (**Institut des Neurosciences de la Timone**: <http://www.int.univ-amu.fr/>), working in close collaboration with the project's scientific coordinators. Furthermore, he / she will work with the support of the European Grants Department of Protisvalor, the valorization spin-off partner of Aix-Marseille University, who administers the funds dedicated to the project (http://www.protisvalor.com/site/fr/contrats_europeens) and will also issue the employment contract.

The EPM will be responsible for assisting the project's scientific coordinators and the consortium of 11 Beneficiary Institutions and 9 associated Partner Organisations in the successful implementation of the project; he / she will monitor and ensure the achievement of all contractual obligations and will be at the interface between the European commission and the partners.

Missions:

The management of the In2PrimateBrains project involves:

- Animating the consortium and supporting the partners and the coordinator,
- Acting as in interface between the Consortium and the European Commission,
- Assisting the partners in the preparation and submission of technical reports and deliverables (preparation of documents to be forwarded to the consortium, verification and consolidation of information, writing of the management section, tracking and submission of deliverables ...),
- Finalizing the Negotiation of the consortium agreement,
- Monitoring the smooth progress of the project and compliance with contractual obligations,
- In interaction with the financial department: follow up the distribution of funding to the partners, monitoring the project budget use, ensuring interim reporting,
- Implementation of project management tools and project monitoring procedure,
- Establishment of internal communication between the partners (organization of meetings, conference calls, minutes),
- Implementation of external communication tools (project website and support in communication activities of the project),
- Participation in the development and updating of the "Data management plan",



- Launch of the recruitment campaign of 15 PhD students (job descriptions, communication, selection committees, redress procedure...),
- Check eligibility of candidature and follow up of selection process,
- Reflection on the sustainability of the network (for example, preparation and submission of a new ITN project to ensure the recruitment of a second wave of PhD students).

Required skills:

- Experience and involvement in significant H2020 projects;
- Knowledge of Community regulations (H2020 legal, administrative and financial rules) and European policies related to research and innovation;
- Excellent level of English, good level of French, ability to conduct meetings in English;
- Capacity to meet deadlines and to follow contractual regulations
- Ability to manage transnational and/or intersectoral partnerships from a human point of view, associating different cultures and professional sectors;
- Good organizational skills;
- Ability to show initiative, autonomy and responsiveness.

Desired professional experience:

- Holds a relevant degree, minimum level of Master 2 or PhD (example: Master's in International Relations, Project Management...).

Contract Information:

- Type of contract: Executive status - 4-year fixed-term contract.
- Remuneration: 2150 to 2270 € gross salary per month, depending on the prior experience and degree.
- Location: Marseilles, Institut de Neurosciences de la Timone, 27 boulevard Jean Moulin 13005
- Position to be filled as of March 1st, 2021.

CV with detailed letter relating to the tasks carried out in the field of competence of the post, to be addressed to one of the coordinators of the project Bjørg Kilavik bjorg.kilavik@univ-amu.fr and to the Head of the European Grants Department, Johanna Kabadanian: Johanna.kabadanian@univ-amu.fr

