

**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 and European projects as well as numerous collaborations in the context of north American projects. The profile we are looking for should have basic scientific knowledge and substantial project management skills.

**Description and activities of the position:**

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The project manager will assist the team leader in the setting up of scientific projects, proposals submission, project management tasks as well as funding monitoring. In these contexts, he/she will be the main contact for all administrative and financial issues. He/she will also participate in 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 along with the different administrative institutions and funding organisations. All these tasks will be carried out under the supervision of the team leader and the general secretary of the institute.

**Activities of the position:**

The project manager will carry out the following activities:

- Assisting the team leader in **setting up new research projects**
  - Monitoring for new funding opportunities
  - Proposals drafting
  - Budget build-up
  - Establish working procedures, gantt charts, timelines for the follow-up of the activity by integrating a quality approach
  
- Project management:**
  - Follow-up and writing of reports (financial, scientific)
  - Monitoring and reporting of deliverables, outputs and milestones as well as risks management
  - 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
  - Organise scientific meetings, participate and write the minutes
  - Dissemination and communication of the team's results in collaboration with the communication departments of the supervisory authorities
  - Monitoring of patents and the maturation of inventions from the laboratory on the legal (intellectual property), economic (market) and technological (technological maturation) level
  
- Other tasks**

- Human Resources: Welcoming, informing and guiding the team's staff in their administrative procedures, liaise with human resources departments, international offices, monitoring of time declarations, etc.
- Liaise with other administrative managers, suppliers and collaborators within the supervisory bodies, funding organisations and partner institutions

### **Knowledge required**

Knowledge about public research funding in France and Europe

Knowledge about the general functioning of the public research administration

Knowledge about regulations and procedures related to grants and public procurement

Know how to office tools (word, excel, power point, email software) and management tools

### **Skills**

- Organisational skills (plan activities and respect deadlines)
- Rigor
- Autonomy
- Ability to work in a team and to exchange ideas
- Ability to interact with different research professions
- Availability
- Confidentiality
- Sense of prioritization
- be motivated to be challenged and enjoy what you are doing

### **Languages**

Written and oral comprehension and expression in French and English are essential

### **Relevant diplomas**

Substantial professional experience in public research and/or European/national project management is necessary.

Substantial experience in project management. A degree in management is a plus.

A university degree (master or Bac+5) is necessary. A PhD or postgraduate degree is desirable but not obligatory. A background in neuroscience, biology, physics, or engineering would be welcome but not essential.

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

### **Desired starting date: Spring 2024**

Fixed-term contract (CDD)

To apply, please send your CV with at least 2 reference letters and a cover letter to Lisa Otten ([lisa.otten@univ-amu.fr](mailto:lisa.otten@univ-amu.fr)) and Giovanna Ramos Queda ([giovanna.RAMOS-QUEDA@univ-amu.fr](mailto:giovanna.RAMOS-QUEDA@univ-amu.fr))