


Project Manager

 **Fixed-term:**
48 months

 **Start:** 01/03/25

 **Place:** Paris

 **Partially remote**

 **M.Sc. minimum**

Inserm is the only French public organisation fully dedicated to biological, medical, and public health research. It operates research laboratories across the country, organised into 12 Regional Delegations. Our institute brings together 15,000 researchers, engineers, technicians, and administrative staff with a shared goal: to improve health for all through advancing knowledge of living organisms and diseases, innovating treatments, and conducting public health research.

Joining Inserm means becoming part of an institute committed to gender parity, professional equality, diversity, and supporting employees with disabilities, from recruitment throughout their careers. To ensure well-being in the workplace, Inserm actively promotes working conditions that focus on maintaining a proper balance between personal and professional life.

Inserm received the European HRS4R label in 2016, renewed in September 2023, underscoring its ongoing commitment to fostering a high-quality research environment aligned with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment and Evaluation of Researchers.

Emploi

Position open to candidates

- Inserm civil servants by internal mobility
- Non-Inserm civil servants on secondment
- Fixed-term contract staff

Category

A

Body

IE / IR

Job Type

J1B44 - Responsible for the international cooperation

RIFSEEP (civil servant indemnity scheme)

Fonction :
Groupe :
Domaine :

Structure d'accueil

Département/ Unité/ Institut

Centre de Recherche en Myologie (CRM), INSERM UMR-S 974

A propos de la Structure

Founded on 1st January 2014, the Centre de Recherche en Myologie (CRM) is a multidisciplinary research hub focused on muscle and its associated pathologies. The CRM is a Joint Research Unit in Health (UMR-S 974) with two supervisory bodies: INSERM and Sorbonne University (SU). It also benefits from a close partnership with the Association Institute of Myology (AIM). Located at the heart of the Pitié-Salpêtrière Hospital Group and Sorbonne University's Faculty of Health, the CRM enjoys a privileged scientific and medical environment. The activities of the CRM are dedicated to understanding muscle within its environment and translating these discoveries into new concepts to improve the care of patients with neuromuscular diseases. The CRM's research focuses on developing innovative approaches to cell, gene, or pharmacogenetic therapies, based on the understanding of the molecular pathophysiology of specific diseases, and thus tailored to them. It brings together around 150 researchers, clinicians, students, engineers, and technicians from INSERM, Sorbonne University, CNRS, AP-HP, and AIM, representing various nationalities, in a truly international, multicultural, and inclusive environment. The CRM comprises ten research teams, as well as four technical platforms.

Director	Denis Furling
Address	47, Boulevard de l'Hôpital; G. H. Pitié-Salpêtrière; 75013 Paris
Regional Delegation	Paris et Ile-de-France Centre Est
Job Description	
Main Mission	<p>The CRM is the coordinator of a Marie Skłodowska-Curie Doctoral Network (MSCA-DN) project, funded by the European Commission. This European project consists of a consortium of 11 academic and industrial beneficiaries, along with 18 associated partners, and will support the training of 14 doctoral students through the network. The project will start on 1st March 2025 and will last for 48 months.</p> <p>INSERM is looking for a Project Manager (M/F) to lead and coordinate the implementation of the MSCA-DN network "<i>ENTRY-DM: Interdisciplinary doctoral training on oligonucleotide-based therapies for myotonic dystrophy</i>," coordinated by Mario Gomes-Pereira.</p>
Primary Activities	<ul style="list-style-type: none"> • Work under the direct responsibility of the project's scientific coordinator. • Ensure the implementation of the project and monitor its progress until completion. • Assist the scientific coordinator in their duties, particularly with the coordination and management of the project in all aspects (administrative, scientific, logistical, financial, ethical, etc.) in relation to various partners and the central project coordination. • Ensure financial and budgetary oversight of the Consortium. • Serve as the interface with teams involved at the European partnership level and with the funding agency. • Prepare and submit, if necessary, amendments to the grant agreement on behalf of the consortium. • Monitor and ensure the respect of contractual deadlines and deliverables according to the established schedule. • Ensure proper dissemination of relevant information to the various partners—scientific leads, administrative staff—and any governance bodies set up for the project's needs. • Attend governance body meetings, assist in the logistical organization of meetings, and write meeting minutes. • Contribute to the drafting and consolidation of scientific and financial activity reports in English, as well as the writing of ethical submissions within the consortium and to the European Commission. • Participate in communication activities related to the project both within and outside the Consortium. • Update the consortium website and social media platforms.
Job specificities and environment	<ul style="list-style-type: none"> • English-speaking environment • Numerous internal interactions (project coordination team) and external interactions (project partners, European Commission) • Possible travel within France and abroad.
Knowledge required	<ul style="list-style-type: none"> • A good understanding of the mechanisms and tools for managing Horizon Europe projects is desired. • Strong knowledge of the organization and functioning of multi-partner European contracts. • A good understanding of public research institutions and/or higher education establishments (Inserm or similar organizations), their environment, and operating modes is also preferred. • Knowledge in biomedical research. • Very good level of English (spoken and written).
Know-how	<ul style="list-style-type: none"> • Fluency in English, both written and spoken (level B2 to C2)

- Autonomy and strong organizational skills
- Ability to manage and oversee a project
- Capacity to develop and monitor a budget, negotiate deadlines and resources
- Ability to work in a team in a "project" mode and coordinate with all partners, fostering collaboration around shared actions
- Effective communication and interaction to ensure successful ongoing collaborations
- Strong analytical, synthesis, and writing skills in English
- Ability to propose solutions to address challenges related to complex projects
- Ability to manage a network of partners
- Proficiency with office and IT tools

Skills

- Methodical, organised, and rigorous.
- Reactivity, respect for deadlines.
- Strong analytical and synthesis skills.
- Excellent writing skills.
- Very good interpersonal skills and communication abilities.
- Ability to work in a multicultural environment.
- Flexibility, reactivity, and ability to anticipate.
- Dynamism.

Preferred experience

- Previous experience in managing European projects and in seeking funding through Calls for Projects.

Degree level and training

- Doctorate or recognised level I Engineering degree, in the scientific and/or medical field. Master's degree if accompanied by significant relevant experience.

General information

Start date 01/03/2025

Duration (fixed-term contracts and secondments) 48 months
Renewable: YES NO

Working time

- Full-time or part-time.
- Weekly hours: minimum of 20 hours
- Annual leave and RTT (reduction of working time).

Remote work YES * NO

* Possibility of remote work based on institutional and hierarchical arrangements.

Salary

- **Contract-based:** starting from 2,493 (IE) or €2,997 (IR) gross monthly for full-time, depending on professional experience in equivalent positions.
- Application of INSERM's contractual salary scale.

How to apply

Application Deadline 31/12/2024

Contact Mario Gomes-Pereira

Documents

- Send CV and cover letter to Mario Gomes-Pereira: mario.pereira@inserm.fr

More information

- On [Inserm](https://www.inserm.fr) (<https://www.inserm.fr>); and [Human Resources](https://rh.inserm.fr/Pages/default.aspx) (<https://rh.inserm.fr/Pages/default.aspx>) website.
- For information on Inserm's disability policy and workplace accommodations, contact the Disability Department: emploi.handicap@inserm.fr