

## EUROPEAN PROJECT MANAGER

2 years contract

From January 2023

### Job environment

#### Institut de recherche pour le développement (IRD)

IRD (<http://en.ird.fr/the-ird/presentation>) is a public French scientific and technological institution that has been working for 75 years in Southern countries. It is under the dual supervision of the Ministry of Higher Education and Research and the Ministry of Europe and Foreign Affairs. Its research, expertise, valorization and training activities aim at contributing to the economic, social and cultural development of the South. Nearly 40% of the Institute's staff is posted abroad and overseas.

**CEPED** (<http://www.ceped.org>) is a Joint Research Unit of Paris University and the IRD. Ceped research is interdisciplinary, drawing on public health, demography, economics, law, geography, sociology, anthropology, and socio-linguistics, and conducted in partnership with Global South research teams. The CEPED has a specific research axis on health, vulnerabilities and gender relations in the South composed of 15 researchers.

### Job location

#### CEPED lab in Paris University,

45 rue des saints pères, 75006 Paris, France

### Job description

The project H2020 QUALI-DEC (H2020-SC1-BHC-2018-2020 ; Project 847567) has been funded by the DG RTD from the European Commission. The project is composed of a consortium of 9 international partners and started in January 2020 with a duration of 5 years: [www.qualidec.com](http://www.qualidec.com). The project concerns implementation research in Argentina, Burkina Faso, Thailand and Vietnam, to reduce unnecessary caesarean sections in participating health care facilities and improve maternal and perinatal health. The governance of the project includes a Project Management Team which involves the main Scientific Coordinator, a Communication Manager and the European Project Manager. The European Project Manager will oversee the general monitoring of administrative and financial aspects of QUALI-DEC. The European Project Manager is expected to :

- support the execution of CEPED administrative tasks related to the project
- support the development of communication tools
- oversee the achievement of tasks and production of deliverables of the project
- follow-up on project partnership agreements and budget transfers
- liaise with several type of actors to achieve the mandatory reportings of the project management (internal services, partners, experienced researchers...)

## Key Activities

### Accounting and financial management :

- Administrative management internal to IRD (invoices and purchase orders) in connexion with the CEPED management unit
- Management of project staff engagement contracts, in liaison with the Human Resources Department and IRD representations in participating countries;
- Travel management internal to IRD researchers (travel routes, planning, booking and administrative bookkeeping) in liaison with the Travel office of IRD
- Supply / service contracts with participating institutions ;
- Project expenses supervision internally to IRD within approved limits and eligibility of expenses
- Preparation of activity-based budgets and monitor actual monthly spend against budgets, and approval of all transactions (including amendments) to budget in liaison with the Financial Services of IRD
- Bi-annual accounting and financial follow-up of the project

### Project management :

- Project management tools development (guidelines, excel tables, communication tools, templates...)
- QUALI-DEC website development in connection with web developer, partners and IT services of IRD and update of its content with articles writing and news
- Events organisation (semi - annual scientific and institutional committees, seminars, workshops, conferences):
  - Planning, logistics, regular contacts with researchers and partners
  - Circulation of the agenda and writing of scientific elements (reports, articles, briefs)
  - Minutes writing of committees and circulation to members after validation
- Preparation of the annual reports by compiling the deliverables of the different work packages ;
- Report to the consortium of international partners and to the European Commission ;
- Provide supervision, technical support and guidance to the consortium partners and ensure effective coordination and team work
- Implement and monitor adequate communication procedures between the governance boards of the project.
- Prepare any legal contractual agreements (amendments to the Consortium Agreement, the Grant Agreement..) if necessary and in liaison with the Legal Services of IRD

**Indicative remuneration** : The indicative salary starts at 2133,57 € / month depending on experience and valuable skills. An individualized offer will be made after the interview.

## Job profile

**Professional experience** : Relevant professional experience of at least 2 years, working in the area of development cooperation, project management under a European funding (preferably H2020) and /or international organizations and/or NGOs.

### Education, Language and Knowledge :

- Master degree or equivalent, preferably with a training on European project management (international relations, administration...)
- Spoken and written languages: Fluency in English mandatory (both verbal and written). Good French working proficiency highly desirable (interactions with internal services of IRD) and / or Spanish would be a plus.
- Good knowledge of the European Commission research project organisation in the framework of the Horizon 2020 framework program;

- Good financial and administrative management knowledge ;
- Desirable knowledge of the operating rules and administrative procedures of a French public research organization;
- Capable of producing high quality results within often tight deadlines ;
- Sense of initiative, very good organisational skills, service mind attitude.

**Personal skills:**

- Strong organisational skills ;
- Computer skills (Word, Excel, PowerPoint) and desire to learn how to use new softwares (MAP, SIFAC, SAP, SINCHRO, ...);
- Capacity to focus on priorities, to organise work and to meet deadlines ;
- Ability to negotiate at all levels in a multicultural and multilingual environment ;
- Excellent interpersonal, communication and drafting skills ;
- Capabilities to clearly, efficiently and effectively conceptualize ideas and approaches ;
- Good capability of converting ideas into practical results that optimise the general functioning of the consortium activities;
- Ability to play a role of advice or decision support.
- Experience of distance management, including providing support and training by visio-conference
- Ability to work in a multicultural context/environment, engage in research for sustainable development

## Contact

Send your application (CV and detailed cover letter) to [alexandre.dumont@ird.fr](mailto:alexandre.dumont@ird.fr) and [delia.visan@ird.fr](mailto:delia.visan@ird.fr)