

## **Project manager**

### **to assist with editing and managing research projects (M/F)**

Attached to the Strategic Project Coordinator of the Institute of Myology, the main role of the project manager will be to assist research teams when replying to national, European or international calls for tender, both in terms of setting up the project and monitoring it. He/she will advise researchers and have a proactive approach.

#### **Responsibilities**

Under the supervision of his/her N+1, the project manager will assist research teams when replying to national, European or international calls for tender.

For this role, he/she will have to:

- Assist with project submissions by supporting various research projects when replying to calls for projects like ANR, HORIZON2020, ADEME, BPI France and other projects (excluding calls for projects) with industrial or other private and public funders (administrative, technical, legal and financial aspects) in coordination with the relevant internal functions
- Contribute to the preparation and presentation of the proposal (administrative, financial and technical aspects, impact and evaluation)
- Contribute to the search for possible partners or funding (study of the project, targeted and personalised search for funding)
- Participate in the financial negotiation of accepted projects
- Manage and follow administratively and financially the implementation of research projects
- Participate in financial and scientific reporting
- Act as an organisational support for research projects (organisation of meetings related to the project, reports etc.)
- Work transversally with all project stakeholders for improved information exchange and follow-up
- Act as a strategic advisor for scientists concerning funding opportunities
- Inform and train researchers about calls for projects and on the terms of the approved funding
- Participate in research development and evaluation efforts related to the business developer
- Establish a time sheet template for monitoring research projects
- Strategically monitor the different types of calls for research projects and share these calls with laboratories and/or relevant researchers according to their research themes
- Integrate into professional networks and participate in national, community and international meetings and ad hoc working groups (networks such as CAP, ANR, Correspondant Europe)

### **Education/experience**

- Bac + 5 minimum (5 years minimum university studies) scientific profile and/or additional training in project management
- Written and spoken English
- Self-sufficient, flexible, organised, proactive
- Good interpersonal skills; ability to work in a team and network
- Minimum 3-5 years' experience in a similar position (organisation of research at national, European and international level - funding agency, project management in a research institute)

Full-time, fixed-term position.

Please send your application (CV + cover letter) by e-mail to the following address:  
[recrutement-aim@institut-myologie.org](mailto:recrutement-aim@institut-myologie.org)