

AIM is recruiting a Grant office manager (M/F): assistance in setting up and managing research projects, and piloting financial packages.

Attached to the Strategic Projects Coordinator of the Institute of Myology, the Grant office manager's main missions will be to assist the research teams in responding to national, European or international calls for tenders, both in terms of setting up the project and its follow-up, as well as in the construction of the budget for the projects and its follow-up in order to optimise the financial package for the researchers and productivity for the funder. The Grant office manager will provide advice to researchers and will be a source of proposals. Full-time fixed-term position.

Located in Paris at the heart of Europe's largest hospital centre, the Pitié-Salpêtrière, the Institute of Myology was founded in 1996 at the instigation of an association of patients and patients' parents, the AFM-Téléthon. Its objective: to promote the existence, recognition and development of myology as a clinical and scientific discipline in its own right. The Institute of Myology coordinates, focusing on the patient, medical care, fundamental research, applied research, clinical research and teaching.

In the near future, the creation of the Foundation of Myology will make it possible to perpetuate and broaden the actions of the Institute of Myology. The Foundation's objective will be the study of muscle, a true model of innovation for medical research, in all its states, whether it is sick, healthy, injured, athletic or ageing.

Purpose:

Under the supervision of the Strategic Coordinator and the Financial Director, to support research teams in responding to national, European and international calls for tenders.

Main missions:

To assist in the submission of projects by accompanying all types of research project proposals in response to calls for proposals such as ANR, HORIZON2020, ADEME, BPI France and projects outside of calls for proposals with private companies or other private and public financiers (administrative, technical, legal and financial aspects) in coordination with the internal functions concerned

- Contribute to the drafting and presentation of the proposal (administrative and financial part, technical part, impact and valorization), contribute to the search for possible partners or funding (study of the project, targeted and personalized detection of funding)
- Participate in the financial negotiation of accepted projects
- Manage and administratively monitor the execution of research projects
- To steer with the management controller, the financial set-up of the projects and their follow-up (reporting) over time
- Participate in financial and scientific reporting
- To be an organizational support for research projects (organization of meetings related to the project, postponements etc...)

- Cross-cutting work with all the project actors for better information sharing and monitoring
- Participate in the development and valorization of research related to business development
- Establish a time sheet model for the follow-up of research projects
- Carry out a strategic surveillance on the different types of calls for research and valorization projects and targeted dissemination of these calls to the laboratories and/or researchers concerned according to their research themes, create a database of projects with a view to producing indicators
- Activity of strategic advice to scientists on funding opportunities
- Integrate into professional networks and participate in national, community and international meetings and ad hoc working groups (CAP ANR type networks, Europe Correspondent).

Education / experience:

Minimum 5 years of higher education (Bac+5 minimum), project management and/or scientific profile with financial skills.

Experience of at least 3-5 years desired in a similar position (organization of research at national, European and international level - funding agency, project management in a research institute...)

Skills :

Autonomy, adaptability, being organized, knowing how to take initiatives

Good interpersonal skills; know how to work in a team and in a network

Ability to manage and monitor budgets according to AIM rules

Knowledge:

Fluent written and spoken English

Writing ability in English

Please send your application file (CV + cover letter) by email to the following address:

recrutement-aim@institut-myologie.org