
The European Reference Network (ERN) EURO-NMD is looking for a Senior Project Manager (m / f)

ERN EURO-NMD

European Reference Networks (ERNs) are networks involving centers of expertise and health care providers across Europe. They aim to tackle complex or rare diseases and conditions that require highly specialized treatment, as well as a concentration of knowledge and resources. Established in 2017 and co-funded by the European Commission, EURO-NMD is a European reference network for the thematic grouping of rare neuromuscular diseases (NMDs), a broad group of related disorders that represent a major cause of mortality and lifelong disability in children and adults.

The network brings together 84 highly specialized multidisciplinary healthcare providers (HCPs) from 25 EU Member States, as well as more than 23 European Patient Advocacy Groups (ePAGs). It is structured around five disease groups, four cross cutting diagnostic groups and there are also working groups dedicated to research, ethics, education and a patient advisory committee.

EURO-NMD is currently funded by the European Union's EU4Health program initially for 18 months, but will be extended beyond 2023. The network also benefits from other funding schemes set up by Europe specifically for ERNs to develop certain activities, such as the Connecting Europe Facility (CEF Telecom eHealth) and the 3rd EU Health Programme. The EURO-NMD is also a partner in other EU-funded projects, in particular the ERICA consortium, in which all 24 ERNs participates, and the European Joint Programme on Rare Diseases (EJP RD).

The coordination of EURO-NMD is based in France, at the Institute of Myology located at the heart of the largest European hospital, the Pitié-Salpêtrière, which is part of the Assistance Publique - Hôpitaux de Paris (AP-HP). Currently, the coordination of the ERN is ensured by the AP-HP and operated by a team of 6 people: a coordinator, a clinical advisor, a project responsible, a project manager, a communication officer and a project assistant.

Main objective

The purpose of the Senior Project Manager position is to accomplish the objectives defined in the EU grants of the EURO-NMD. This involves ensuring proper functioning, development and implementation of the network activities in cooperation with the ERN members.

He/she is supervised by the Project Responsible, he/she works with a project team and in connection with the European Commission, which provides the necessary means for the progress of the project.

Main tasks and responsibilities

- Ensure that the objectives of current (EU4Health Programme, 3rd EU Health Programme, CEF Telecom eHealth) and future projects related to the network are met.
- Provide project management support to the EURO-NMD Coordinator and the Project Responsible (budget, actions).
- Monitor contractual deadlines and contribute to the drafting of technical and financial deliverables and reports to ensure that deadlines for submission to the EU are met.
- Monitor the progress of the activities planned in the roadmap in connection with the other members of the project. Be a driving force in the use of new methods to advance the project
- Follow up the work of the working groups. Work alongside the Committees' Chairs to prepare and facilitate meetings.
- Write agendas and minutes of meetings.
- Contribute to the strategic communication plan to disseminate project results and increase the network visibility.
- Establish working relationships with other ERNs and participate in inter-ERN activities.
- Ensure the proper flow of information among members, provide support and ensure follow-up of requests.
- Participate with the Project Responsible in the organization of meetings of the governance bodies of the EURO-NMD (Board of the Network, Executive Committee)
- Ensure the interface between the network and the European Commission. Participate in regular videoconferences of the working groups (Project managers, ITAG, monitoring, knowledge generation, etc.)
- Follow up the activities of related projects and networks: ERICA, EJP-RD, Solve-RD
- Ensure the traceability of decisions and the organization of shared documents.

Candidate profile

- PhD in science or equivalent
- Significant experience in the management of European projects or equivalent
- Ability to work in a team, in a multicultural environment

Skills:

- Fluent in English (oral and written) - working language of the network
- Excellent project management skills and ability to deliver results on time and on budget
- Organized and rigorous in order to establish priorities according to the requests

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- Writing skills and ability to present information clearly and effectively
 - Ability to search, analyze and synthesize information
 - Negotiation skills
 - Good interpersonal skills
 - Responsive and adaptable
 - Strong computer skills, working knowledge of Microsoft Office

Desirable:

- Experience and knowledge in the rare diseases field as well as in the neuromuscular field would be especially valuable
- Previous research experience would be a plus
- Good knowledge of relevant EU projects/initiatives in the area.

Job specifications:

- English environment (working language of the network)
- Requires travelling in the EU (occasionally)
- Remote work possible (2 days/week)

Other:

- Fixed-term contractual position attached to the Clinical Research and Innovation Delegation (DRCI) of the AP-HP
- Working hours: 100%.
- Salary according to experience, diploma and APHP's salary grid.

Application:

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

Desired starting date: 01/10/2022