

The European Reference Network (ERN) EURO-NMD is looking for a Project Assistant (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 European countries, as well as 23 patient organisations. It is structured around five disease groups, four cross-cutting diagnostic groups, working groups dedicated to research, ethics and education and a patient advisory board.

EURO-NMD is currently funded by the European Union's EU4Health program. The ERN EURO-NMD is a partner in other EU-funded projects, in particular the ERICA consortium, in which all 24 ERNs participate, 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, 2 project managers and a communication officer.

Main objective

The Project Assistant position will provide day-to-day administrative, organizational and secretarial support to the activities of the Network.

He/She works under the supervision of the Chief project manager, and in consultation with the ERN team, will connect with the network partners and the European Commission to allow the swift progress of the project.

Main tasks and responsibilities

The Project Assistant will be involved in a variety of tasks, including but not limited to the following:

- Supporting the non-scientific, administrative, and financial management of the project and project-related activities;

- Conducting administrative tasks, necessary to ensure the smooth running of the project, finances and other activities (time sheets, cost claims, invoices, contracts, etc.);
- Assisting with project related communication & communication between Network members, European Commission, other ERNs and stakeholders.
- Screening incoming daily routine e-mails and forwarding to the adequate person, keeping track of pending matters;
- Setting up internal/external project-related meetings as requested, prepare minutes and follow-up of action points;
- Providing support in organizing travel and other logistics arrangements for online or in-person events and work meetings; which includes but is not limited to drafting and sending invitations and confirming participation of attendees; making travel arrangements, preparing minutes and other materials for distribution;
- Preparing, managing and updating mailing lists;
- Providing support to team members as required;
- Other tasks as appropriate.

Candidate profile

- Fluency in French and English
- Previous experience with EU-funded projects or equivalent
- Ability to work in a team, in a multicultural environment

Skills:

- Professional experience relating to administrative and project support duties or similar, ideally in the context of European funded projects
- Experience in financial monitoring and reporting;
- Excellent knowledge of English and a very good knowledge of French;
- Experience using standard tools in MS Office applications (Word, Excel, PowerPoint, Outlook, etc.)
- Good interpersonal skills
- Adaptability
- Highly organised and dynamic;

Desirable:

- Experience of undertaking or supporting work in fields relating to health care and research, neuromuscular diseases or rare diseases;
- General knowledge in activities of the European Commission for rare diseases

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:
c.dangelo@ern-euro-nmd.eu

Desired starting date: 01/06/2023