

The European and International Project Manager is responsible for providing support to the research teams of Université Gustave Eiffel willing to participate in European and international research and innovation projects.

The Project Manager reports to the head of the Vice-presidency International support team, a team of 4 people based on the campus of Nantes and Lyon.

Job description:

- Examine and support European and international project applicants (coordinators and participants) during the pre-award phase;
- Support the university laboratories during the post-award phase: preparation of Grant Agreement, prepare the budget, etc., until a dedicated project manager is recruited;
- Provide coordination support for European and international projects with an institutional dimension (European University);

Other activities (depending on experience):

- Keep a strategic watch on Horizon Europe funding sources;
- Communicate the opportunities offered by European and international calls for projects to the University's components.
- Develop and maintain partnerships with economic partners and stakeholders;
- Participate in the activities of the support team: assistance with bilateral international projects (mobility, framework agreements, etc.).

Background:

- Master's degree
- A previous experience in project management would be appreciated
- position open to junior applicants

Knowledge and competencies required

- Knowledge of EU funding schemes
- Ability to synthesize
- Capacity in team work
- Excellent communication skills (written and oral) in English will be essential as well as basic notion in French
- Good organizational and analytical skills and ability to meet strict deadlines will be essential
- Enthusiasm for mentoring others and work collaboratively in team
- Proactive, flexible and problem-solving attitude
- Strong attention to process, detail and documentation
- Willingness to travel within Europe is required

Position :

Vice-presidency International et
Vice-Presidence Partnerships
Campus of Nantes or Lyon

Reporting to :

Vice-president International
Vice-President Partnerships
functional reporting line:
Head of support team at VP I

Management activities :

No

Project management:

Yes

Working conditions:

Non permanent contract
12 months (renewable)
Full-time
2200€-2700€ gross /month
depending on experience

Contact

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Application

by email : drh-recrutement@univ-eiffel.fr
Interviews starting on August 10th
2023 with head of support team

