

THE INSTITUTE OF MYOLOGY LOOKING FOR A PROJECT MANAGER (M / F)

Located in Paris at the heart of the largest European hospital, Pitié-Salpêtrière, the Institute of Myology was created in 1996 by AFM-Telethon, a patient's organization. Its goal: Promote Myology and have it accepted as a standalone clinical and scientific discipline. The Institute of Myology coordinates, around the patient, medical care, basic research, applied research, clinical research and teaching.

Main Purpose

This management post within the Institute of Myology leads the strategic development and delivery of the EU-funded project European Reference Network (ERN) EURO-NMD to ensure the deliverables and objectives of this multinational project are achieved. This role will require an overarching view on all relevant international activities and liaising closely with key stakeholders to ensure the needs and input of EURO-NMD are coordinated and addressed. This will be achieved by providing a point of contact and comprehensive professional support service, on an international level, between the European Commission, local, national and international experts. It includes direct line management and development of the coordination team as well as the overall coordination of 61 European Health Care Providers (HCP), the Patient Advisory Group (PAG) and a smaller Executive board. The post holder reports internally to the EURO-NMD Coordinator (PI), with external responsibility to the European Commission, and is supported by the EURO-NMD coordination team.

Main Duties and Responsibilities

1. Ensure the projects aims and objectives are achieved.
2. Participate in the project's annual operational planning.
3. Contribute to financial planning and reporting to ensure EU submission deadlines are achieved.
4. Take responsibility for collating and reporting management information.
5. Provide management support to the coordinator and the various committee chairs. Work alongside the coordinator to prepare and run project meetings.
6. Be the primary point of liaison for the project with the European Commission.
7. Contribute to the project's strategic communications plan, annual and other reports to publicise the work of the project.
8. Establish working relationships across the other ERN's wherever necessary.
9. Take responsibility for re-submitting the annual grant application required for the coordinating centre.

Person Specification

- PhD in science or equivalent
- Significant previous experience in a relevant role, at least 3 years

Skills:

- Sound written and oral knowledge of English language, working level in French
- Knowledge of EU policies relating to rare disease research
- Strong communication and interpersonal skills including motivational negotiating and influencing.
- Decision making and problem solving skills
- Ability to work independently as well as with others
- Effective report writing skills and the ability to research and present information clearly.
- Excellent project management skills and the ability to deliver results on time and within budget.
- Understanding of relevant EU initiatives.

Desirable:

- Knowledge of the neuromuscular and field
- Knowledge of systems for funding and support of rare disease research

Other:

- Willing to travel internationally

This fixed term contract, based at the Institute of Myology (Hôpital Pitié Salpêtrière, Paris 13) is to be filled on a full-time basis.

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