Inserm is the only French public organisation entirely dedicated to biological, medical and population health research. It has research laboratories throughout France, grouped into 12 Regional Delegations. Our institute brings together 15,000 researchers, engineers, technicians and administrative staff, with a common objective: to improve the health of all through the advancement of knowledge about living organisms and diseases, innovation in treatments and public health research.

Joining Inserm means joining an institute committed to parity and professional equality, diversity and support for its employees with disabilities, from recruitment onwards and throughout their careers. In order to preserve well-being at work, Inserm has an active policy on working conditions, based in particular on a fair balance between personal and professional life.

In 2016, Inserm was awarded the European HR Excellence in Research label and has committed to improving its recruitment and evaluation practices for researchers.

**Employment**

- **Position open to candidate**
  - ☑ Inserm officials through internal mobility
  - ☑ Non-Inserm civil servants on secondment
  - ☑ Fixe-term contract agents

- **Category** A
- **Body** IR
- **Job Type** J1B44 – International Cooperation Officer
- **RIFSEEP (civil servant compensation scheme)** Function:
- **Group**
- **Area**

**Host structure**

**Department/Unit/Institute**
Institut Necker Enfants Malades (INEM), INSERM U1151

**About the Structure**
Research at INEM focuses on diseases affecting children and young people, including (auto)immune disorders, haematological diseases, infectious diseases, renal diseases, endocrinological disorders and metabolic diseases. INEM’s teams apply knowledge from basic and clinical research to develop innovative diagnostic and therapeutic strategies

**Director** Fabiola TERZI

**Address**
160 rue de Vaugirard, 75015 Paris

**Regional Delegation**
Délégation Régionale Paris-IDF Centre Nord
**Job description**

**Main mission**
INEM U1151 is the coordinator of an Horizon Europe (HE) project, financed by the European Commission, started in July 2023 for a duration of 5 years. This European project consists of a consortium of 8 academic and industrial partners.

INSERM is looking for a Project Manager (M/F) to lead and coordinate the implementation of the HE collaborative research project "ARTiDe": "Autoantigen-specific regulatory T cell therapy against type 1 diabetes", coordinated by Pr Simon Fillatreau.

**Main activities**
- Work under the direct responsibility of the scientific coordinator of the project, with the support of Inserm Transfert
- Work in interaction with the APHP, promoter of the clinical trial within the European project, for example for the management of samples
- Ensure the implementation of the project and monitor its completion
- Assist the scientific coordinator of the project in his functions, in particular the coordination and animation of the project in all its aspects (administrative, scientific, logistical, financial, ethical, etc.) in connection with the various partners and the central coordination of the project (Inserm + Inserm Transfert)
- Ensure the interface with the teams involved at the Inserm and Inserm Transfert levels, and at the European partnership level
- Monitor and ensure compliance with contractual deadlines and deliverables
- Ensure the proper dissemination of information of interest to the various partners - scientific leaders and administrative staff - and any governance bodies set up for the purpose of the project
- To ensure the financial and budgetary follow-up of the Consortium
- Preparing the agenda for meetings of governance bodies, ensuring the logistical organisation of meetings, and drafting the minutes
- Assist in the drafting and consolidation of scientific and financial activity reports in English, as well as in the drafting of ethical applications
- Participate in communication actions concerning the project inside and outside the Consortium

**Specificity(ies) and environment of the position**
- Possible travel in France and abroad

**Knowledge**
- Good knowledge of H2020 and Horizon Europe project management mechanisms and tools is desirable.
- A good knowledge of public research institutions and/or higher education establishments (Inserm or similar organisations), their environment and operating methods is also desirable.
- Knowledge of biomedical research

**Skills**
- Fluently English essential (written / spoken)
- Autonomy and organisational skills
- Ability to work in a team in “project” mode and to coordinate with all partners and federate around its actions
- Communication and interactivity to ensure successful collaborations
- Ability to analyze, summarize and write in English
- Ability to develop and monitor a budget, negotiate deadlines and resources
- Ability to propose solutions to problems to be identified in connection with a complex project

**Soft skills**
- Ability to work in a multicultural environment
- Flexibility, responsiveness and anticipation
- Dynamism
- Very good interpersonal and communication skills
Desired experiences
- Previous experience in European project management and in the search for funding by Call for Project

Level of education and course(s)
Doctorante in scientific and/or medical field or Master’s degree if significant related experience

General Information

Date of commencement of employment
- As soon as possible

Duration (fixed term contract and secondments)
- 12 months
  - Renewable: **YES** ☑  **NO** ☐

Working hours
- Full time
  - Number of hours per weeks: 38.5
  - 44 Annual leave and time off

Activities teleworkable
- **YES** * ☑  **NO** ☐
  - *1 to 2 days after 6 month’s service

Compensation
- **Contractuel staff**: from 2,427.97 € gross per month for full-time work, depending on professional experience in posts of equivalent level.

How to apply

Deadline for submission
- 31/12/2023

Contact
- Simon Fillatreau: send CV and cover letter to Simon Fillatreau: simon.fillatreau@inserm.fr

Inserm employees
- You must complete an online application via Inserm’s Gaia application, available at the following address: [https://www.gaia2.inserm.fr/login](https://www.gaia2.inserm.fr/login)
  - Log in to Gaia using your account details: prenom.nom@inserm.fr

Non-Inserm employees
- You must create an account on Inserm’s Gaia application, available at the following address [https://www.gaia2.inserm.fr/login](https://www.gaia2.inserm.fr/login)
  - Specify your body, grade and index.

Contractuals
- Send CV and cover letter to Simon Fillatreau
- Specify your expectations

For more information
- On Inserm: [https://www.inserm.fr/](https://www.inserm.fr/)
- HR site: [https://rh.inserm.fr/Pages/default.aspx](https://rh.inserm.fr/Pages/default.aspx)
- For more information on Inserm’s disability policy and implementation of workstation adjustments, contact the Disability Mission: emploi.handicap@inserm.fr