

Job Description:

European Project Manager Sonar-Cities

- Contract: 36 months (CDI project); Full time
- Start date : 01/12/2024
- Location : Institut Pasteur, Paris

About the project

Sonar-Cities (*Social Sciences Participatory Research-Action for Preparedness in Risk Management for Disasters and Health Emergencies in Europe's Cities*), is an Horizon Europe collaborative project coordinated by Dr Tamara Giles-Vernick (Institut Pasteur), involving 13 partner institutions in Europe. This project aims to render Europe's cities more resilient in health emergencies and disasters through the co-creation and implementation of a community-based, adapted toolset for people facing vulnerabilities, first responders, and decisionmakers. By strengthening inclusivity in risk management, we will enhance preparedness and reduce risks posed by these emergencies.

Your role

As the European Project Manager, you will work closely with the scientific coordinator of the project at Institut Pasteur to ensure the successful implementation of all project activities. Your key responsibilities will include:

- Coordinate project launch and oversee overall activities, as described in the technical annex
- Monitor milestones, deliverables and financial reporting to the European Commission (EC)
- Report to the EC Project Officer all relevant information
- Manage the project budget and supervise the financial / technical reporting to EC
- Prepare, participate in, and report on the project meetings and the governing bodies activities as described in the technical annex
- Support the project coordinator in overseeing her tasks for the project, including in the communication and dissemination strategy
- Assist the partners with financial, legal, administrative, and ethical issues
- Serve as the primary communication hub between partners, coordination team, and EC Project Officer
- Implement the project's communication strategy, including the project's website development
- Ensure compliance with the consortium agreement
- Prepare and submit Grant Agreement amendments as needed.

Required Profile

PhD in a scientific discipline or Masters degree in European affairs or equivalent field

- Minimum 3 years+ experience managing EU-funded projects
- Excellent written and spoken English (bilingual level)
- Capacity to handle multiple tasks with rapid responsiveness, and prioritize the workload
- Strong organizational and analytical skills
- Excellent communication skills and interest in working in a multicultural environment
- Prior training in the social sciences is a plus, but not required

Additional activities with the Grants Office:

You will also advise and assist researchers in preparing proposals and managing grants within the Institut Pasteur Grants Office.

How to apply

Please submit a single file containing your CV and motivation letter in English to:
https://emploi.pasteur.fr/offre-de-emploi/emploi-manager-de-projet-europeen-h-f_13777.aspx?idOrigine=1514

Note: Only shortlisted candidates will be contacted for further steps in the application process

