



Job Vacancy: EMBRC-ERIC Scientific Officer & Project Manager

Job Title

EMBRC-ERIC Scientific Officer & Project Manager

Purpose

The EMBRC-ERIC Scientific Officer & Project Manager is responsible for managing EMBRC's participation and contributions in projects and support the scientific development of project proposals. .

Contract

Full time, permanent contract of employment

Service Group

EMBRC-ERIC Secretariat

Location

EMBRC-ERIC Headquarters, 4 Place Jussieu, Paris, France, c/o Sorbonne Université, Paris 6

Brief Description of the EMBRC

The European Marine Biological Resource Centre (EMBRC-ERIC) is a distributed pan-European research infrastructure that aims to provide a strategic delivery mechanism for excellent and large-scale marine science in Europe. With its services, EMBRC-ERIC will support both fundamental and applied research, based on marine bioresources and marine ecosystems. The EMBRC-ERIC is centrally managed by the EMBRC-ERIC Executive Director, with the support of the EMBRC-ERIC Secretariat, based at the Paris Headquarters, hosted by Sorbonne Université - Paris VI, Campus of Jussieu. For further information:

- the EMBRC-ERIC [Scientific](#) Strategy is available [here](#).
- The EMBRC project portfolio can be explored here: <https://www.embrc.eu/projects>
- the EMBRC-ERIC website: <http://www.embrc.eu>

Job Mission and Objectives

EMBRC-ERIC is looking for a motivated and proficient Scientific Officer & Project Manager (SOPM) to strengthen its Secretariat services. Reporting directly to the EMBRC-ERIC Executive Director, the Scientific Project Manager will be a core element of the EMBRC-ERIC Secretariat, with a mission to manage EMBRC's participation in projects, particularly Horizon 2020 and Horizon Europe projects. The SOPM will ensure that EMBRC fulfils its obligations and tasks within these projects, contributing to deliverables, workshops and meetings. The successful applicant will also handle the administrative side of project participation and carry out regular horizon scanning for project opportunities. In addition to managing EMBRCs activities in existing projects, the role will directly support the Executive Director in the scientific development of project proposals and managing the submission process. The position is based in Paris, Sorbonne Université, 4 Place de Jussieu. The working language is English; knowledge of French and other languages of the EU will be advantageous.

Main Responsibilities

Projects/ Reporting

Follow the projects in which EMBRC-ERIC is involved in, participating in project meeting, supporting the development of project-actions, and preparing information and reports as required;

Monitor project opportunities and establish sound relations with Horizon National Focal Points and other strategic contacts, allowing EMBRC an effective overview of opportunities to come;

Contribute to the reporting activity towards the EMBRC-ERIC governance bodies, such as the General Assembly (GA) and the Committee of the Nodes (CoN);

In close interaction with the Executive Director, s/he will support the writing and development of project proposals;

Support project proposal on behalf of the EMBRC_ERIC community;

Support the Executive Director in the creation of reports on EMBRC-ERIC status responding to policy agency requests (among others: EU Commission, ESFRI Committee, OECD), and other material to represent EMBRC in conferences and symposia.

Events

In an independent fashion, the EMBRC-ERIC Scientific and Project Management Officer will take responsibility for the organisation of relevant events and meetings;

Support EMBRC's expert working groups, particularly the e-infrastructure group, organising meetings and taking minutes

Outreach

Representing EMBRC-ERIC in scientific seminars, workshops and conferences;

Support the Communication Officer activity with the preparation of adequate messages, articles and press releases as required; follow the research policy environment and signal relevant community messages;

Information

Independently, s/he will research, analyse organise and report on information, of both scientific and administrative nature, especially in relation to the EMBRC-ERIC development activities;

Fulfilment of administrative requirements and other relevant activities as requested by the Executive Director;

Essential Skills and Competences

Qualification: Ph.D. in Natural/Biological/Life Sciences or equivalent. Exceptional candidates from other disciplines will also be considered;

Proven experience of project management;

Excellent organizational skills (anticipating deadlines, defining priorities) of own work, also in relation to the work of others;

Excellent command of written and spoken English;

Highly proficient reporting skills, including production of analytical and prospective summaries from scientific and administrative documentation;

Ability to produce high-quality documents, including text and graphics, using a full suite of software tools;

Desirable Skills and Competences

Ability to take minutes of conversations in complex, dynamic environments;

Numerical and budgeting skills;

Command of French language and other EU languages;

Method, rigor, efficiency, quality, precision, and initiative in the organisation of work.

Special Personal Attributes Required for the Position

The EMBRC Project Management Officer is an accountable and responsive person with a natural disposition towards a dynamic environment where priorities can change rapidly and responsibilities may stretch, on occasion, to cover different roles;

The EMBRC Project Management Officer has international experience and is used to work in a multi-cultural environment, with a high-degree of transparency and in close interaction with colleagues;

The EMBRC Project Management Officer is amenable to work outside normal hours and willing to travel, in Europe and outside of Europe.

Compensation

Competitive salary, commensurate to titles and experience. A benefit package will be offered, including health insurance, public transportation subsidy and meal vouchers.

Conditions

Permanent contract of employment (CDI) with 4-month probation and possibility of renewal;

Overtime may be required to meet activity deadlines;

National and international travel may be required for the purpose of meeting with internal and external stakeholders;

EMBRC-ERIC is an equal-opportunity employer, actively supporting the development of their staff.

Application

Prepare your application as one single PDF document, in English, containing a copy of your CV and the name of two references, with a short cover letter explaining your interest in this position and how you could contribute. Enclose this document in an email message, with subject: "EMBRC Scientific Officer & Project Manager"; addressed to: <secretariat@embrc.eu>.

Applications will be accepted until the 10th of December 2021. The position will start on the 3rd of January 2022.