

European Project Manager

Job description

The Centre for Political Science Research of Sciences Po (CEVIPOF) based in Paris is recruiting a full-time manager for a European project, charged with the implementation and monitoring of the collaborative H2020 project “REDEM: Reconstructing Democracy In Times of Crisis: A Voter-Centred Perspective” (GA no. 870996).

The project manager will be responsible for supporting the implementation of the project, as well as its administrative and financial management. In all these matters s/he will be the prime point of contact for all project partners.

Main responsibilities

- Collaborate with and support the project coordinator in the implementation of all project activities
- Coordinate with the European Commission and the project partners
- Support, guide and coordinate the implementation of the overall activities of the project in order to maximise the achievement of its objectives
- Develop project materials and tools and assist partners in using them
- Report to the European Commission, as appropriate, on the administrative and financial aspects of the project.
- Prepare, participate and report on the project’s work meetings
- Promote the REDEM project via communication, result dissemination, and event organisation
- Collaborate with other departments within Sciences Po (Research Department, Financial Department, Human Resources Department) to enlist their support for the administrative and financial monitoring of the project

Required profile

- Experience in monitoring and managing research and multi-partner projects, including projects funded by the European Commission
- Ability to oversee the implementation of the work plan and its multiple parallel activities, including the timely generation of deliverables, and to steer the overall project in order to maximise the achievement of its objectives
- Administrative and financial research project management skills
- Ability to guide, negotiate and implement collective decisions
- Experience in tracking research ethics issues
- Ability to provide the interface between the project research staff and the software service providers in order to transform interactive project requirements into software specifications
- Ability to generate specifications, develop and maintain the project web site as well as its contents
- Excellent writing skills in English and French, and, if possible, in other project partner languages
- Advanced editing tool skills to produce templates for the various types of documents and presentations produced throughout the project
- Excellent interaction skills in an international environment, adaptability towards different types of dialogue partners
- Experience in organising scientific events (workshops and conferences)

- Demonstrated experience in a research environment

Sciences Po - Cevipof

Created in 1960 and affiliated with the French National Scientific Research Centre (CNRS), the Centre for Political Science Research of Po (CEVIPOF) analyses major political trends and ideas which shape political forces and institutions, as well as the factors which influence the political behaviours and attitudes of our fellow citizens. CEVIPOF brings under its umbrella more than 80 researchers, teaching research staff, associated researchers and doctoral students. International and inter-disciplinary, it contributes through its empirical and theoretical work to the understanding of social and political change in France, in Europe and in great contemporary democracies.

Salary : Depending on experience

Start date : 01/11/2019

Contract duration : 38 months

Experience : Minimum 5 years of project management experience

Activity area : Research and research administration

Dossier : CV in English or French, cover letter in English

Deadline: 23 October, 2019

Email to : Annabelle.Lever@sciencespo.fr and add Christine.Gire@sciencespo.fr in cc.