

ANGERS UNIVERSITY
DEPARTMENT OF RESEARCH,
INNOVATION AND DOCTORAL STUDIES
(DRIED)

Category : Engineer

REFERENS

Branch of professional activity: BAPJ

N° emploi type:

Job title: European Project Manager F/H

Presentation of the University of Angers

In the heart of a region renowned for its quality of life, the University of Angers, the 3rd largest employer in the region, offers an environment conducive to the development of its staff and students. Member of the COMUE Angers-Le Mans, the UA is a multidisciplinary university with, in particular, a health sector and a humanities and social sciences sector, welcoming more than 26000 students spread over 3 campuses in Angers (Belle-Beille, Saint-Serge and Santé) and 2 delocalized campuses (in Cholet and Saumur). It includes 8 components (4 faculties, 1 UFR, 1 in-house engineering school and 2 institutes) and 26 research units and 5 federative research structures.

Enabling its graduates to flourish and find a job at the end of their studies is a priority. The AU aims to offer everyone personalized support and can boast the best success rate in bachelor's degree in France and an integration rate, one year after graduation, of around 95% for PhDs from the University.

Thanks to the many innovative projects it carries out and its openness to the world, the AU allows everyone to evolve in a stimulating environment.

The UA has 1167 teachers and teacher-researchers, 917 administrative and technical staff and nearly 2000 temporary workers and is looking for committed and daring actors. If you recognize yourself in the values of innovation, citizenship, sharing and support, we look forward to welcoming you!

Contract features:

Starting date : required on 01/11/2024 (project starts on 15/01/2025)

Contract duration : 12 months - French law work contract - renewable for the duration of the project, i.e. 5 years

Work quota : 100%

Monthly wage : around 2300 € gross

Location : Angers University, Presidency

Description of department and agent's place in the organization (mission, manager, environment, constraints)

Do you have European project management skills ?

The BREATH project is a doctoral programme at the interface of the health sciences and the humanities and social sciences to support research training activities through research, with the recruitment of 20 doctoral students over 2 cohorts (October 2025 and October 2026) between the 3 partner universities.

Co-financed under the COFUND action of the HORIZON EUROPE program, this project is managed by the University of Angers on behalf of the three public universities in Pays de la Loire : Université d'Angers (UA), Le Mans Université (LMU) and Nantes Université (NU).

The BREATH project is international, interdisciplinary and cross-sectoral. Future PhDs will be capable of pursuing careers in both the academic and non-academic worlds, as well as internationally. The broad participation of external partners is essential. The project environment therefore includes more than twenty associated partners, at both regional and European level, from both the academic and non-academic sectors.

In this context, we are looking for our **European Project Manager, responsible for the administrative and financial implementation of the project in conjunction with the scientific coordinator.**

Definition of research activities and tasks to be accomplished:

You will be responsible for the administrative and financial coordination and management of the BREATH research project.

Attached to the Department of Research, Innovation and Doctoral Studies (DRIED) and with a close functional link to the Cap Europe department, your activities will contain different tasks :

Mission 1 : **Coordination of the consortium of partners & monitoring the implementation of project activities**

- You will be responsible for **monitoring the implementation of the project with all the funding bodies (European Commission, Pays de la Loire Region, local authorities, universities, etc.)** in accordance with the initial work plan defined in the grant agreements (Grant Agreement at European level but also grant agreements with the other funding partners). In liaison with the governance team, the scientific manager and the administrative teams supporting the project, you will be the interface person with the European Commission and the other funding bodies.
- You will organize **consortium meetings and the various meetings of the project's governance bodies** (logistics, agenda, follow-up of discussions and decisions) in accordance with the established rules.
- You will set up project events (training courses, network events, Summer Schools, etc.) and play an active role in implementing the PhD students' training program. You will coordinate specific training courses for PhD students in conjunction with the coordinator.
- You will organize the recruitment process for doctoral students. You will be the first point of contact for PhD students recruited as part of the project. You will facilitate the flow of information between PhD students, supervisors and the project management structure.
- You will organize the recruitment process for the expert assessors responsible for examining the suitability of thesis topics for doctoral candidates.
- You will monitor and manage complaints from candidates who are not admitted to the doctoral program. You will be the first point of contact for these candidates. You will ensure the flow of information between applicants and the project management structure.
- You will develop and implement appropriate tools for monitoring the project (schedule monitoring, budget monitoring, etc.) for the Université d'Angers as project coordinator, and for the project partners. You will draft the related deliverables (in particular a "project management handbook").
- You will report regularly to the project leader, project stakeholders and beneficiaries on the progress of the project and make recommendations and changes to the schedule as necessary.
- Where necessary, you alert the project leader and the administrative teams supporting the project to any eventual deviations (deadlines for deliverables and milestones, use of resources) and make proposals to re-establish the trajectory.

Mission 2 : **Coordination of the administrative and financial aspects of the project's activities**

- You will **monitor the contractual and legal aspects of the project** (grant agreement, consortium agreement/bilateral agreements with partners, rider(s), financial regulations) in conjunction with the relevant departments at the University.
- Within the consortium, you will ensure that the obligations set out in the grant agreement and the consortium agreement are met and that the project is implemented correctly.
- You will be responsible for the **financial management and monitoring** of the allocated grant in collaboration with the laboratory managers.

- You will **coordinate the preparation of financial reports** for the consortium as a whole: explanation of the rules, preparation of reporting tools, compilation of data, monitoring of grant consumption (at consortium and partner level).
- You will **manage the preparation of activity reports** for the consortium as a whole and provide support to the project leader.

Mission 3 : Project communication

- You will **coordinate the project's communication** and dissemination activities (website, promotional material) at consortium level and draft the related deliverables and milestones.
- You will organize the **dissemination of project results** to the scientific community and the general public (scientific outreach activities), including at local level in conjunction with the relevant departments at the University of Angers.
- You will be responsible for communication within the consortium and with associated partners.

Expected skills :

Knowledge :

- English level C2, C1, B2
- Ability to manage a cross-functional project in a multicultural environment
- Knowledge of European fundings
- Knowledge of the university research system

Know-how:

- Writing and communicating in English
- Conduct meetings
- Write reports/supports
- Follow a budget
- Lead a consortium
- Manage a project
- Respect of the deadlines and regulatory frameworks

Soft skills:

- Negotiation skills
- Analytical and synthesizing skills
- Teamwork skills
- Ability to make proposals
- Reactivity
- Adaptability
- Communication skills
- Diplomacy
- Rigor/reliability

Qualifications

Master's degree
Specialty: international project management

Applications from people with knowledge of the project's research theme will be considered with great interest.

Experience

Beginner accepted

Desired experience: ideally initial experience in the administration and management of European projects (knowledge of the university research system and/or Horizon 2020/Europe would be appreciated).

Recruitment procedures and contact :

You must submit your **CV, cover letter** by mail at: nicolas.clere@univ-angers.fr and sebastien.fleuret@univ-angers.fr copy to recrutement@univ-angers.fr

Deadline for applications: 1st of September 2024

This job description is available until the closing date for applications. On that date, it will no longer be available on the website.

If needed, your contact for any further information:

nicolas.clere@univ-angers.fr , sebastien.fleuret@univ-angers.fr , recrutement@univ-angers.fr

NB : the University will be closed from the 20th of July to the 18th of August 2024, your email will be treated only at the reopening