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## European Project Manager

### EURIdoc – tri-national doctoral programme

#### 1. Job status

Temporary contract (2 years), part time or full time (80-100%), according to the experience;

Affiliation: Coordination Office of Eucor – The European Campus in Strasbourg, France;

**Earliest starting date of the contract: 1<sup>st</sup> September 2021;**

#### 2. Context

EURIdoc, the Eucor Upper Rhine Immunology doctoral programme, is a 4-year PhD programme supported by the European Union under the **Marie Skłodowska-Curie Action COFUND-DP** of the Horizon 2020 programme. The 28 PhD candidates will be recruited by the participating Eucor member universities of Basel, Freiburg, Karlsruhe and Strasbourg. EURIdoc was created by the immunologists of Basel, Freiburg and Strasbourg, who have been actively collaborating since 2017 as the Upper Rhine Immunology Group (URI, urigroup.eu). The programme will officially start on September 1st, 2021 and run for 5 years. The programme is coordinated by **Eucor – The European Campus**, a European Grouping of Territorial Cooperation (EGTC). The aim of the grouping is to consolidate and to extend the cooperation beyond borders in Research and Training in the tri-national Upper Rhine Area. The Eucor Strasbourg Coordination Office is in charge of the administrative affairs of EURIdoc in close coordination with the scientific leaders in Strasbourg, Freiburg and Basel. The job is offered in this context and should ensure the operational management of the project.

#### 3. Mission

The Project Manager will steer the implementation of the EURIdoc project under the responsibility of the director of the EGTC Eucor and Coordinator of the project, as well as the Scientific Leader of the project, Christopher Mueller. She or he will manage the consortium and facilitate the cooperation in accordance with the terms of the Grant Agreement and the Partnership Agreement. These tasks require competencies in European project management, including organisational, administrative, financial and legal management.

#### 4. Tasks

Steering the following actions within the context of EURIdoc:

- Participating with the Freiburg Spemann Graduate School of Biology and Medicine (SGBM) in the administrative organisation of the international call for applicants and the evaluation phase;
- Implementing the financial management of the project liaising with the French, German and Swiss partner organisations, as well as with the Financial manager of the EGTC Eucor;
- Assisting the Coordinator and the project partners with administrative matters of the project;

- Communicating with the European Commission and the Project officer and providing an interface between the European Commission and the partner organisations;
- Preparing and updating the tools necessary for the management of the project (indicators, monitoring...);
- Following up on internal communications: distribute information between the partner organisations about the project and event management; managing mailing lists; intranet, etc;
- Following up on external communications in cooperation with the Communication officer of the EGTC Eucor and the SGBM: helping to publish the call for proposals, dissemination of the research results, coordination of press releases, coordination of website content, etc.

Technical support for the following actions:

- Organising the doctoral training programme (including the yearly URI-scientific meetings)
- Organising the meetings of the project committees (steering committee, advisory board, technical meetings), drafting agendas and minutes of the meetings

### 5. Competencies

The candidate must have a Master's degree or equivalent. He or she must ideally have first-hand experience in the management of Horizon 2020 projects or equivalent, preferably in the field of doctoral training and/or Marie Skłodowska-Curie Actions.

Knowledge of the professional environment:

- European programmes in the research field (in particular Horizon 2020)
- The methodology of project management
- Institutional communication and marketing strategies
- The management and the follow-up of websites and other communication platforms
- A good knowledge of the academic systems of Germany, France and Switzerland.

Language and technical skills:

- Very good language skills in English (C1);
- Good language skills in either French or German (B2-C1);
- Good practice in communication techniques (written and oral);
- Experience with project management tools, office tools (Excel, Word, Powerpoint);
- Experience in the management of social media channels (Facebook, twitter).

### 6. Environment and working context

The Project Manager will work in direct cooperation with the Director of the Coordination Office of Eucor – The European Campus, the Scientific Leaders of the EURIdoc project, as well as with the press officer of Eucor – The European Campus located in Freiburg im Breisgau. Furthermore, the Project Manager will work with the different services of the member universities of Eucor – The European Campus and the project partners of EURIdoc. Regular travel to the member universities of Eucor will be necessary, as well as occasional travelling to events organised by the European Commission at different places in Europe. Working from home is possible, provided a high speed connection and

physical presence at the Coordination office of Eucor – The European Campus, University of Strasbourg on a regular basis (such as once a day/ week, or 1 week/ month, can be negotiated and is adapted to the Covid pandemic-inflicted restrictions).

#### 7. Application and information

**Deadline for submission:** Applications (CV and motivation letter) must be sent by Email to [janosch.nieden@eucor-uni.org](mailto:janosch.nieden@eucor-uni.org) by **30th June 2021 (latest date of submission by Email)**.

**For information on the Job offer, please contact:**

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