**European project manager (temporary position)**

The French National Institute for Agricultural Research (INRA) is a public institution with more than 10,000 agents across the French territory. Inra is the first European agricultural research institute and produces scientific knowledge and works for economic and social innovation in the areas of food, agriculture and the environment.

FACCE-JPI is a Joint Programming Initiative on Agriculture, Food security and Climate Change (www.faccejpi.com) bringing together 21 countries that are committed to construct joint research programming in areas addressing interconnecting challenges. It aims to do that with a strong interdisciplinary research base, encompassing economic and societal aspects with a creative approach towards alignment of national research programmes. In December 2012, FACCE-JPI launched a Strategic Research Agenda (SRA) describing the scope of the JPI under 5 core themes. According to the SRA, FACCE has already launched 5 joint actions, 5 new ones are planned in 2014 and 5 more are foreseen in 2015. FACCE-JPI was partially financed by a Coordination and Support Action from the European Commission in its first phase and pending a successful application, will enter into a second CSA in 2015.

**Position**

Fixed term 1-2 year (s) renewable

Location: INRA’s Headquarters, 147 rue de l’Université 75007 Paris France

Starting as soon as possible

**Working environ**ment

FACCE-JPI is managed by an international secretariat based both in Paris (INRA) with the JPI coordinator, a senior manager and 2 others and in England (BBSRC) with 3 persons. This secretariat will be expanded to include 10 other people pending successful funding from the EC. The coordinator and her team coordinate all the different joint actions but the management of the joint actions is spread amongst the different members of FACCE-JPI. The project manager will be located in Paris INRA headquarters. S/He will act under the direct responsibility of the senior manager.

**Responsibilities**

The project manager will contribute to the smooth running of the FACCE-JPI process through the administrative and organisational day to day support of the FACCE-JPI secretariat.

This encompasses:

Administrative aspects at the INRA and JPI level such as project accounting, budget follow-up, purchasing, organization of travel, preparation of reporting for the EC…

Logistics (organization and execution of events and meetings…)

Overall JPI organization: Planning and follow-up of tasks and deliverables for the portfolio of FACCE actions

Communication: preparation of briefs on JPI news and communication with other JPI actors, internally and externally

**Skills**

* **Mandatory** experience in European research project management (type cooperation, societal challenge)
* Bilingual English/ French
* Writing skills in English
* Experience in project management
* Excellent organizational skills which good time management and work scheduling skills as key features.
* Communication skills/ tools
* Ability to work with short deadlines
* Good team worker
* Strong interpersonal skills, be able to relate to people of different backgrounds and cultures and be diplomatic
* Excellent knowledge of Microsoft Office

**Profile**

Graduate training, doctorate or master degree or equivalent in (research) project management.

Salary: If Ph.D.: 2311€ -2834€/month brut, depending on experience

If no Ph.D.: 1996€ – 2394€/month brut, depending on experience

Starting date: As soon as possible