



Project Manager CIVICA Research

To submit your application:

https://sciencespo-career.talent-soft.com/offre-de-emploi/emploi-manager-de-projet-civica-research-direction-scientifique-sciences-po-f-h_248.aspx

The Scientific Division of Sciences Po and the CIVICA Secretariat, based in Paris, are recruiting a full-time Project Manager on a fixed-term contract – 3 years starting in April 2021 – to participate in the implementation and monitoring of the H2020 collaborative project "CIVICA RESEARCH" (GA no. 101017201). Business trips will be expected mainly in Europe (depending on future health protocols). The candidate must be autonomous, flexible and be able to carry out several tasks simultaneously.

Context

The CIVICA RESEARCH project is coordinated by Sciences Po in close collaboration with Central European University (CEU). Promoting a synergy approach, this project acts the “research” component of the CIVICA European University alliance which brings together eight leading universities: Bocconi University (Italy), Central European University (Austria and Hungary), the European University Institute (Intergovernmental), Hertie School (Germany), the National University of Political Studies and Public Administration (Romania), Sciences Po (France, lead institution for the project), the Stockholm School of Economics (Sweden) and the London School of Economics and Political Science (United Kingdom). The European Universities project is a 3-year pilot programme initiated by the European Commission to foster the emergence of new integrated European alliances.

In a 3-year time period, CIVICA RESEARCH aims to provide CIVICA – The European University of Social Sciences, with a common research environment and scientific strategy. The project intends to set up joint scientific activities (Snowball Seminars, pilot calls, Hackathons etc.) which will be developed around four key priorities: Challenges to Democracy in the XXIst

Century; Societies in Transition and Crises of Earth; Europe Revisited; and Data Driven Technologies for the Social Sciences.

The project also includes the development of mechanisms to facilitate the mobility of researchers and the exchange of ideas within the alliance, as well as the development of research infrastructures. In addition, the project allocates resources for the dissemination and the communication of the research results. Under the responsibility of the CIVICA RESEARCH coordinator, the project management is handled jointly by CEU, the CIVICA Secretariat, and all the work package leaders involved.

Mission

The Project Manager will play a key role in the project in the three following areas: management, implementation and monitoring. He/she will be an integral part of the team and will be placed under the shared responsibility of the Executive Director of the CIVICA Secretariat and the Scientific Officer – in charge of the project in Sciences Po's Scientific Direction – in support of the coordinator.

The project manager will have the following tasks:

1. Support the implementation of the CIVICA Research project

- Assist the coordinator and the scientific officer in supervising the implementation of the project and monitoring the work plan (actions, results, deliverables, project timeline and follow-up according to progress)
- Contributing and participating in the preparation and follow-up of the Permanent Design Team (PDT) meetings, writing the minutes and reporting decisions, taking part in the WP kick-off meetings, etc.
- Monitor the implementation of the budget at Sciences Po and its compliance with the deliverables
- Develop and implement the management tools needed to manage the project (procedures, guides, document templates, collaborative platform, etc.) and assist the partners in their use
- Participate in the development and regular updating of the project's Data Management Plan in liaison with the dedicated services at Sciences Po (MAPS, DRIS, DPO) and the partners
- Promoting the project through internal and external communication actions (dissemination of information, press release etc.), dissemination of results and organisation of events, in collaboration with the WP leader in charge of the communication/dissemination
- Acting as an intermediary with the European Commission (EC) in collaboration with the Mission d'appui aux projets scientifiques (MAPS) of the Scientific Department

Project Management support within CIVICA consortium

- Within the CIVICA secretariat, monitor CIVICA Research activities, participate in the network coordination and facilitate interaction between partners.
- Contribute to the Research Managing Team in charge of the coordination of the project with all partner representatives.
- Contribute to the drafting of the various activity reports that will be submitted to the CIVICA governance bodies and the European Commission. Monitor the indicators planned in the project, in collaboration with the partners.
- Monitor financial execution at the Consortium level (breakdown and budget transfers, updating and monitoring of the budget, internal financial statements, etc.) and ensure the payments to partners.
- Assist the partners on the administrative aspects of the project, monitor the implementation of the administrative rules and procedures specific to Horizon 2020, but also specific to this project and to the provisions of the CIVICA Consortium agreement.
- Monitor and update contractual documents (e.g. amendments to the consortium agreement) in liaison with the Scientific Department (MAPS) and all partners.

Profile

Required qualifications and experience

- Graduate university degree in Project management at Master's level minimum. Relevant work experience or professional certifications that may compensate for the diploma requirement.
- 5 years of previous work experience recommended.
- Previous work experience in European higher education and research sectors.
- Experience in managing and/or developing multi-partner EU projects (H2020/ERASMUS).

Knowledge and experience

- Good knowledge of European programmes (Erasmus+, Horizon H2020), in particular of the management rules of the European Commission (Horizon 2020 programme).
- Fluency in English (and possibly in French). Excellent writing skills in English are a mandatory requirement. Additional languages are an asset (Italian, German, Hungarian, Romanian, Swedish).
- Experience in the organisation of scientific events (workshops and conferences) will be appreciated.

Technical and methodological skills

- Ability to monitor the implementation of the work plan and its parallel activities, including the production of deliverables in a timely manner.
- Administrative and financial skills to manage research projects.
- Knowledge and expertise in project management tools (spreadsheets, planning tools, etc.).
- Ability to act as an interface between the scientific and administrative staff of the project.
- Ability to produce templates for different types of documents and presentations throughout the project.

Soft skills

- Highly organized and self-directed
- Rigour and responsiveness
- Spirit of initiative and results.
- Analytical and writing skills.
- Flexibility and ability to work in a team.
- Capacity to guide, negotiate and implement collective decisions.
- Excellent interpersonal skills in an international environment with multiple stakeholders

Conditions of employment

- 36 months contract
- Full time – Paris based
- Starting date: 01/04/2021
- French private contract with the Fondation Nationale des Sciences Politiques
- Salary range (Chargé de mission niveau 2)
- Health insurance & various benefits

The application must be submitted along with a cover letter and your CV.