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Job Offer Reference

ADMI-RH-JB-045

Publication date

04/11/2020

Number of pages

3

Project Manager for the H2020 ESCAPE project (M/F)

Summary

The LAPP institute has invited applications from qualified candidates to serve as Project Management of the ESCAPE (European Science Cluster of Astronomy & Particle physics ESFRI research infrastructures) project, which is funded by the European Commission through the European Union's Horizon 2020 Framework Programme (under the Grant Agreement n. 824064). The Project Manager will assist the Project Coordinator for the execution of all financial, administrative and reporting elements in close cooperation with the corresponding support services at CNRS and in the laboratory. He/she will also support the Project Management Team at LAPP to exercise central control and oversight of the scientific progress together with the inter-Work Packages (WP) technical coordination of the project, as measured by the successful receipt of deliverables and secured milestones. He/she will also organize meetings, workshops, events and European Commission internal reviews.

Position and Main Responsibilities

The candidate will assist the Project Coordinator ensuring the main coordination responsibilities, which include:

- Liaise with the European Commission (EC) on behalf of the Project Coordinator.
- Be the single point of contact for organisation, administrative, financial and legal aspects.
- Prepare, compile and generate all relevant project management reports (including financial data) for all major external and internal stakeholders including the European Commission.
- Support the European partners in the contract execution and financial reports justification based on the Horizon 2020 rules and the Consortium Agreement.
- Define and implement a project plan, planning and associated project follow-up strategy.
- Organise, prepare and minute meetings of the ESCAPE Project Management Team, General Assembly, Executive Board, and External Advisory Board. Oversee the implementation of their decisions and advices for the External Advisory Board.
- Monitor milestones and deliverables, chasing any outstanding actions/deadlines.
- Implement appropriate and transparent reporting structures within and between the various WPs and beneficiaries.
- Coordinate actions to support partners in respecting personal data, ethical issues, diversity and equity rules of conduct within the ESCAPE project.
- Support the Technical coordinator in the establishment and run of the ESCAPE FAIR (Findable, Accessible, Interoperable and Reusable) data management competence desk.
- Participate to the organisation and chairing of workshops, including the mid-term reviews for the EC and events.

- Plan, support and coordinate the ESCAPE participation in external events, forums, workshops and conferences for ESCAPE visibility and external cooperation.

Qualifications

- Education: Master in business management, public administration or scientific disciplines.
- General knowledge or experience in project management, preferably in international context and with technical and/or computing projects.
- Similar experience as Programme/Project Manager in other European Commission H2020 projects and in the fields of research and innovation would be appreciated.
- Some level of knowledge and/or previous experience in one or more of the following domains: astrophysics, particle physics, computing, scientific data stewardship, or open science.
- Financial bookkeeping skills needed.
- Excellent knowledge of software tools for project management and proficiency in Microsoft Office applications, such as Word, Excel and PowerPoint.
- Ability to write reports and present synthesis data.
- Ability to operate across organisational boundaries – in a matrix-style organisation.
- Knowledge in European and public contracts would be appreciated.

Other skills:

- Demonstrate rigor and reliability.
- Have a good relationship, the sense of organization and the taste of teamwork.
- Have the ability to manage their work autonomously, be able to take initiatives and be able to adapt quickly to the evolution of the project and tasks.
- Excellent communication skills and an ability to work individually or as part of a team are expected.
- The ability to work in the context of an international project.
- Excellent spoken and written English (Level C1).

Context

LAPP is a high energy physics laboratory located in Annecy, 50 kms from Geneva. The laboratory was founded in 1976 and is one of the laboratories of IN2P3 (Institut de Physique Nucléaire et de Physique des Particules), institute of CNRS (Centre National de la Recherche Scientifique). LAPP is a joint research laboratory of the University Savoie Mont Blanc (USMB) and the CNRS-IN2P3. More than 150 people are working at LAPP. Research carried out at LAPP aims at studying the ultimate constituents of the matter, their fundamental interactions, as well as exploring their connections with the large structures of the Universe.

The European Union member states, recognising the challenges of data driven research in pursuing excellent science, have launched the European Open Science Cloud (EOSC) initiative.

ESCAPE aims to address the Open Science challenges shared by ESFRI facilities (CTA, ELT, EST, FAIR, HL-LHC, KM3NeT, SKA) as well as other pan-European research infrastructures (CERN, ESO, JIV-ERIC, EGO-Virgo) in astronomy and particle physics research domains.

The complexity of all this new apparatus in science grows rapidly, the data volume produced by them is seeing a tremendous increase and the software to analyse the data is becoming more and more complex. On the other hand, this data should be accessible to the growing scientific communities, as they collaborate and interact. The ESCAPE project brings together partners from astronomy and particle physics to collaborate on building the EOSC. The ESCAPE actions aim at delivering

solutions to ensure integration of data, tools, services and scientific software; to foster common approaches to implement open-data stewardship; to establish interoperability within EOSC as an integrated multi-probe facility for fundamental science.

The Project Manager will be integrated in the ESCAPE management team located at LAPP in Annecy, under the direct responsibility of the ESCAPE Project Coordinator.

Regular travels (maximum 3 days) in Europe could occur.

LAPP website: <https://lapp.in2p3.fr/>

ESCAPE Project website: <http://www.projectescape.eu/>

Information

Type of contract: **temporary contract**

Appointment period: **24 months**

Scheduled Hire date: **01/01/2021**

Working quota: Full time

Remuneration: **between 2088€ and 2503€ monthly gross, according to work experience**

Workplace: **LAPP at Annecy (74941)**

Attachment: **ESCAPE / Direction Service**

Trips: **Some short trips have to be planned in France and abroad**

Desired educational level: **Master 2**

Desired work experience: **3 to 5 years**