

## Job description

**Title of the structure : Immunoconcept Laboratory**

**Name and surname of the person in charge of the structure: Julie Déchanet Merville**

**Direct line manager (if different from the head of the structure): Hannah Kaminski**

**Geographical location of the post (full address): Immunoconcept Laboratory, 146 rue Léo Saignat, 33000 Bordeaux**

**Contact person for any information: Hannah Kaminski; hkaminski@u-bordeaux.fr**

**Job title: EU project manager**

**BAP: J - Management and Steering**

**Job type: J2B44 - Research Project Support Officer**

**Vacancy date: 01/11/2022 (5-year fixed-term contract)**

**Quota of working time: 80 to 100%.**

**Recruitment level (A, B or C category) : A**

**Main mission(s) or project(s) to be accomplished :**

The European Project Officer is responsible for the administrative and financial coordination and management of the HORUS (Casting Light on HOst-cytomegaloviRUs interaction in Solid organ transplantation) research project.

HORUS is funded by the European Commission (Horizon Europe Programme - health cluster, destination "tackling disease" and is coordinated by the University of Bordeaux (Immunoconcept laboratory; IMMUNOLOGY from CONCEPT and EXPERIMENTS to TRANSLATION). The project manager is placed under the hierarchical authority of the scientific project leader, (Hannah Kaminski) with a strong functional link with the administrative and financial services of the laboratory and the central services of the University of Bordeaux.

**Essential activities:**

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

- Follow-up of the project implementation according to the initial work plan defined in the grant agreement, in connection with the scientific manager and the administrative teams accompanying the project (Head and administrative managers of the laboratory, European management/finance referents of the Service Montage & Suivi de Projets within the Direction de la Recherche & de la Valorisation)
- Ensure information and communication within the consortium and with the associated partners;
- Ensure the interface with the European Commission;
- Organise consortium meetings (logistics, agenda, follow-up of exchanges and decisions) according to the rules established in the consortium agreement: general assembly, steering committee, management team, project advisory committee;
- Develop and implement tools adapted to the monitoring of the project (follow-up of the schedule, follow-up of the budget...) for UBx and, as coordinator, for the project partners and write the related deliverables (in particular a "project management handbook");
- Report to the project leader, project stakeholders and the funder on the progress of the project and, depending on the situation, present recommendations and changes to the schedule;
- Alerting the project leader and the administrative teams accompanying the project within the UBx in the event of deviations (deadlines for deliverables and milestones, use of resources) and making proposals to re-establish the trajectory;

- Coordinate the communication and dissemination actions of the project (website, promotional material) at the consortium level and draft the related deliverables and milestones
- Organise the dissemination of the project results to the scientific and industrial community, as well as to the general public (scientific mediation activities).
- Implement communication, dissemination and scientific mediation activities at local level in conjunction with the relevant departments at the University of Bordeaux

***Coordination of administrative and financial aspects of the project activities:***

- Follow-up of the contractual and legal aspects of the project (grant agreement, consortium agreement/bilateral agreements with partners, amendment(s), financial regulation) in liaison with the relevant UBx services;
- Ensure that the obligations described in the Grant Agreement and the Consortium Agreement are respected within the consortium;
- Management and financial follow-up of the allocated grant (management and follow-up of the UBx budget, financial reporting, payment to partners) in collaboration with the laboratory managers and the support of the Project Development and Follow-up Department - Europe (Research and Development Directorate);
- Coordination of the preparation of financial reporting for the whole consortium: explanation of the rules, preparation of reporting tools, compilation of data, monitoring of the consumption of the grant (at the level of the consortium and of each partner);
- Coordination of the preparation of activity reports for the whole consortium and support to the project leader.

**Work environment and context, particular constraints linked to the position :**

The project officer will be recruited with 80% of his/her time on HORUS. The remaining 20% of the time can be completed by another European project coordinated by the University of Bordeaux as soon as a new project comes in.

He/she will also work closely with the scientific team of the project (including the scientific leader of the laboratory and the coordinator of the clinical studies at the University Hospital of Bordeaux) and the administrative team of the laboratory (administrative and management manager).

He/she will be supported by the Project Development and Monitoring Department (Research and Development Department) and will join a network of approximately 10 EU Project Managers within the University of Bordeaux.

**Presentation of the project :**

The HORUS project (Horizon Europe funding - health cluster, destination "Tackling diseases") aims to improve our understanding of the host-virus relationship between cytomegalovirus (CMV) and solid organ transplant recipients in order to discover signatures integrating viral, clinical and immunological features associated with CMV control. The ultimate goal is to decrease the incidence of CMV, better manage difficult-to-treat infections, avoid the use of unnecessary antiviral therapies, and discover new molecules that can specifically target the CMV immune response without increasing the risk of acute rejection. This project will address three unresolved questions:

1. How to identify host-virus interactions that impact on the incidence of CMV infection after solid organ transplantation?
2. How to identify the host-virus interaction associated with effective control of CMV infection?
3. How to improve the prevention and management of CMV infection using immunomodulatory regimens that enhance the immune response to CMV?

The 5-year project has 16 partners from 7 European countries: France, Belgium, Germany, Czech Republic, Spain, Italy and Switzerland. The consortium includes academics, companies, hospitals and technology transfer centers.

**Obligations:** travel abroad, peaks of activity at certain times (consortium meetings, reporting).

**Internal contacts :**

RIPi Research, International Partnership and Innovation Pole (including Research and Valorisation Department, Innovation, Partnerships, Enterprises Department); Other central services (Finance Department, Accounting Services Department, Human Resources Department, Communication Department); Biological and Medical Sciences research department and the administrative management of the Immunology laboratory. Innovation, Partnerships, Companies); Other central services (Finance Department, Accounting Services Department, Human Resources Department, Communication Department); Biological and Medical Sciences research department and administrative management service of the Immunoconcept laboratory; the teacher-researchers and clinical research associates of the Transplantation service (Pr Couzi, Pr Merville, Aurélie Desseix), of the Immunoconcept laboratory (V Appay, M Capone, J Déchanet-

Merville), of the Immunology laboratory (I Pellegrin, A Boizard), of the CRB (I Pellegrin), of the DRCI of the CHU (A Gimbert, G Duluc)..

#### External contacts

- Local partners: SATT Aquitaine Sciences Transfer, New Aquitaine region
- European Commission: project officer ;
- European project partners: academics and companies in France and Europe

## Profile required

#### Skills required

- To know the European funding of research and innovation
- To know and understand the research and innovation environment in France and internationally;
- Be familiar with the regulations of a public institution, an EPSCP, particularly in the legal and financial fields;
- Have an interest in the disciplinary and scientific fields of the projects managed (recycling, innovation and industrial transfer);
- Knowing the oral and written communication techniques in French and English;
- Ability to report and transmit information using appropriate media according to the audience;
- Establish and write reports (reports, dashboards, deliverables, etc.).
  
- Leading a project process, mastering project engineering (monitoring, management);
- Frame a project according to the constraints expressed by the donor, the project leader and the available resources;
- Conducting negotiations with a variety of stakeholders (donor, academics and industry in particular);
- Build monitoring and planning tools specific to the project;
- Knowing how to alert and report on the progress of the project.
  
- Obtaining the support of partners around a project, knowing how to federate the actors;
- Demonstrate an effective analytical and synthetic mind;
- Have a sense of organisation, method and rigour;
- Be able to work in a team and show initiative;
- Be available to the various stakeholders.
- diplomacy
- pedagogy (to correspond with partners who are not used to European rules)

#### Language and office skills

- English
  - Writing and oral expression : C1/B2
  - Writing and oral understanding : C1/B2
- French and English expression and communication skills
- Word, Excel. Powerpoint

#### ▪ If applicable, experience required:

- A first validated experience of project management, ideally in a European research context, would be a plus
- Knowledge of the research themes of the projects in question would be a plus

## Personne à contacter pour l'entretien

**Camille Le Borgne Conserva** [camille.le-borgne-conserva@u-bordeaux.fr](mailto:camille.le-borgne-conserva@u-bordeaux.fr)  
**Hannah Kaminski** [hannah.kaminski@u-bordeaux.fr](mailto:hannah.kaminski@u-bordeaux.fr)