

Position	
	Project Manager of the European project REALISTIC
Affiliation	
Administrative:	LACy - UMR 8105 - Laboratoire de l'Atmosphère et des Cyclones
Geographic:	Université de la Réunion - Campus Universitaire du Moufia
Description	
<p>Principal activities: Under the authority of the Director of the Unit, the Project Manager of the European project REALISTIC (centre of Excellence in Aerosol remote Sensing technology and Science in The Indian Ocean) of the Horizon Europe program will work closely with the administrative/management pole of the Unit. He/she will be in charge, in close collaboration with the project coordinator and the recently recruited ERA Chair, of giving administrative/financial/legal support to the coordinator, and of all matters related with the communication with the European Commission (EC) and in particular with the Project Officer.</p> <p>This support includes:</p> <ul style="list-style-type: none"> • preparation of key consortium documents and procedures, • support in the management of the Grant Agreement and the Consortium Agreement, • control of the proper implementation of the project, by serving as an intermediary for all communications between the beneficiaries and the EC, • the request and examination of all documents or information required by the EC, • verification of their completeness and accuracy, • organization of meetings/conferences and preparation of agendas, lists of participants, venues and minutes thereof • preparation of templates for reports, • the early reminder of the preparation of deliverables and reports as well as their sending to the EC, • verification that all payments are made to the other beneficiary without undue delay and communication to the EC of the amounts paid. <p>The full time of the Project Manager will be related to the REALISTIC project and its ambitious objectives which could lead the Project Manager to participate in the preparation of new project proposals both nationally and internationally.</p>	
Competences and skills	
<p>Knowledge:</p> <ul style="list-style-type: none"> • Very good knowledge of the European research system, • Excellent skills of administrative and research English, • Knowledge of the institutional and partnership environment of the University of La Réunion, • Knowledge of atmospheric sciences would be a plus, • Whenever possible, knowledge of the University's management software: SIFAC (if necessary, training offered internally). 	
<p>Know-how:</p> <ul style="list-style-type: none"> • Short and concise reports, 	

- Organization of meetings and events of more or less large scale,
- Management and maintenance of websites,
- Preparation of key consortium documents and procedures,
- Support in the management of Grant Agreement and Consortium Agreement,
- Control of the proper implementation of the project,
- Proactive communication between beneficiaries and the EC,
- Verification of the completeness and accuracy of all documents or information required by the EC,
- Verification of the good financial progress of the project and communication to the EC of the amounts paid.

Your skills:

- Intellectual rigor
- Project coordination, management and monitoring skills
- Strong taste for reflection and research
- Responsivity to react quickly under strong time constraints
- Fluent in spoken and written English
- High level of initiative
- capable of working independently and within a team

Informal enquiries must first be made in confidence to Dr. Valentin Duflot (valentin.duflot@univ-reunion.fr) and Dr. Michael Sicard (michael.sicard@univ-reunion.fr). It should include a detailed CV and at least one contact for references as well as a statement addressing your specific interest, motivation and qualifications for the position.

Applications must be submitted by email to the University of La Reunion and should include a detailed CV and a motivation letter.

Although a preferred start date is 1 July, 2023, the application will remain open until a suitable candidate has been found. The duration of the position is for 54 months (4.5 years).

We prefer to balance the number of employees (f/m/d). Therefore, we kindly ask female applicants to apply for this job.