

Position description

1. Position identification

Title of position: Project Manager - ITI IRMIA++

Type of contract : CDD (Limited-term)

Category (A,B or C) : -

Contract/project period : 6 months Expected date of employment : April 2025

Proportion of work : 100%

Workplace : ITI IRMIA++, Strasbourg (France)

Desired level of education : : Bac+5 / Bac+8

Experience required : 0 to 3 years

Contact(s) for information on the position (identity, position, e-mail address, telephone) : iti-irmiapp@unistra.fr

Date of publication : January 15th, 2025

Closing date for the receipt of applications : February 15th, 2025

2. Mission

Ensures operational coordination of the IRMIA++ Interdisciplinary Thematic Institute (ITI) project with the ITI coordinator, the project's development managers, and more broadly in support of the ITI's governance bodies (executive committee, steering committee, orientation committee).

The project manager will thus be the guarantor of the proper application of the ITI charter, in all its dimensions.

3. Activities

Main activities

- Operational implementation and monitoring (in conjunction with the project management team)

Coordinate, implement and monitor the project's master plan in conjunction with the management team, in particular as part of the ITI Executive Committee.

Mobilize and coordinate the resources needed to achieve the project's objectives, in line with the research carried out by the various teams, as well as training and student recruitment initiatives, in coordination with the components and doctoral schools.

Master and manage the planning of operations (framing, planning and monitoring of actions).

Provide a consolidated analysis of information relating to the progress of the program, prepare reports in full or in part, in support of the ITI coordinator, monitor audits carried out within the structure and ensure the implementation of recommendations.

Participate in monitoring the administrative and financial management of the ITI, with the management team and administration of the IRMA research unit.

Set up a procedure for monitoring and evaluating training courses specific to IRMIA++, and ensure its implementation.

Consolidate and formalize reporting.

Develop, contribute to and maintain the project's reference documentation.

- Animation (with the project consortium)

Participate in leading the executive committee and support the steering committee.

Coordinate and facilitate exchanges between the various players involved in the project: research teams, teaching managers, staff from the laboratories and faculties concerned (particularly IRMA and UFR Mathématiques-Informatique), doctoral schools.

Define and maintain project management tools: exchange and collaboration platforms, mailing lists, etc.

Draw up and monitor the calendar of meetings and events.

Prepare agendas, meeting materials, minutes and action lists, and distribute them to the relevant players.

Maintain a strategic watch, identify and propose new avenues, and monitor potential sources of funding.

Lead and develop internal, external, private and public partnership relations at local, national and international level (companies, training organizations, independent trainers, public funding bodies). Assist and advise line managers, and represent them where necessary in dealings with internal and external partners.

- Communication and dissemination (with the support of communications correspondents in the reporting structure and in liaison with the University's communications department)

Implement internal and external communication initiatives.

Set up and maintain a website, in collaboration with IRMA departments.

Organize events and visits by guest speakers from France and abroad.

Participate in the dissemination of results.

Respond to surveys, audits and evaluations of the project's organization, production and resources.

Related activities

N/A

4. Skills

a) Knowledge of the professional environment

- Knowledge and understanding of the higher education and research environment in France and abroad.
- Knowledge and understanding of the university (trajectory, services, contacts, etc.).
- Master the methodology of complex project management
- Knowledge of the development of new training and teaching models

- Experience in communication techniques
- French language: minimum level C1 (Common European Framework of Reference for Languages)
- English: minimum B2 level
- Education Doctorate/engineering degree in one of the fields relevant to the position (knowledge of training policies in higher education, and of the workings of research in mathematics, computer science and/or fundamental physics would be an advantage).
- A profile benefiting from other Bac+5 training may also be considered if coupled with solid professional experience.

b) Operational know-how

- Project management (in the field of research and training)
- Plan activities, taking into account priorities and deadlines
- Monitor work and produce summaries
- Write reports or documents, be accountable, transmit information using appropriate media for different audiences
- Prevent and manage conflicts and sensitive situations
- Regulate malfunctions
- Support and advice
- Proficiency in office automation tools
- Master LaTeX language
- Conduct interviews and create favorable interview conditions

c) Behavioral know-how

- Rigor / Reliability
- Responsiveness
- Interpersonal skills
- Organizational skills
- Ability to interact at interfaces, with personnel of varied skills and backgrounds (researchers, students, administrative staff, funders)
- Ability to adapt and handle a wide variety of tasks
- Ability to listen
- Ability to work in a team

5. Environment and context of work

Department description

Department name: IRMA UMR 7501

Number of employees in the department: 160

Number of staff to be supervised (if applicable): 0 but may be subject to change

Location: IRMA UMR 7501 / UFR de Mathématique et Informatique, Université de Strasbourg, Campus de l'Esplanade

Reporting relationships

The coordinator of the Institut Thématique Interdisciplinaire (ITI) project, Raphaël Côte

Functional relationships

Internal to the ITI project:

- ITI Executive Committee
- Operational referents of the ITI project
- The support functions of the structure to which the project is attached
- Students and PhD students recruited as part of the project

Internal to the University of Strasbourg:

- ITI Executive Board
- Administrative and managerial heads of research units and components, and secretaries of doctoral schools
- Central departments, in particular those responsible for mission support and resource management: Research and Development Department, Studies and Schooling Department, International Relations Department, Finance Department, Human Resources Department.
- Mission Investissements d'Avenir
- Institute for Educational Development and Innovation (Idip)

External to the University of Strasbourg:

- Project partners

Special working conditions (see appendix)

- Availability
- Travel required
- Deadlines to be met
- Essential interaction with numerous contacts

To apply, please send your resume, cover letter and diplomas at:

iti-irmiapp@unistra.fr