

## Open European ITN Project Assistant Manager Position at IMT Atlantique – Nantes Campus – France

**Workplace :** IMT Atlantique Bretagne-Pays de la Loire

Campus de Nantes

4, rue Alfred Kastler – CS 20722

44307 Nantes cedex 3

### Presentation of IMT Atlantique

IMT Atlantique, (result of a merger between the former Mines Nantes and Télécom Bretagne) is a new Elite Graduate School specialized in digital technology, energy and environment. Under the aegis of the Ministry of industry and the digital sector, IMT Atlantique aims to contribute to economic development through education, research and innovation. Research in IMT Atlantique is organized around 13 teaching and research departments. With more than 1000 publications each year (400 of these publications are A Rank), the research in IMT Atlantique is carried out by 110 researchers and/or professors. The Automation, Production and Computer Sciences Department has recently received funding from Marie Curie Innovative Training Network Programme (MSCA-ITN).

The **MSCA ITN 2018 project “Lowcomote”** will train the first European generation of skilled professionals in Low-Code Engineering Platforms. The 15 PhD students recruited under the programme will benefit from an original training and research programme merging competencies and knowledge from 5 highly recognised academic institutions and 9 large and small industries of several domains. MSCA ITN is an innovative training programme funded by the H2020 workprogramme. The duration is 48 months. Domain: Software engineering/Model-Driven Engineering.

To manage the Lowcomote programme, IMT Atlantique is looking for a **Project Assistant Manager**. Working with the scientific coordinator, the European Project Assistant Manager will monitor the consortium and will facilitate its general functioning in conformity with the terms of the Consortium Agreement signed by the partners. Tasks will be related to organisational, administrative, financial and legal management of the project.

### The position

#### **Missions:**

- Ensure that the Lowcomote programme follows the entire process described in the proposal funded by the European Commission;
- Assist the coordinator in supervising the implementation of the project and monitoring the work plan;
- Develop and implement management tools necessary for the project (procedures, standard models of documents, collaborative platforms, etc.);
- Prepare consortium meetings (Supervisory Board and Executive Board);
- Animate the network and facilitate exchanges between partners;
- Implement communication actions in-house (information dissemination, animation of the collaborative platform, etc.) and external (writing press releases, the content of the public page of the website, etc.), alone or with the support of institution’s facilities or services.

- Provide support to the coordinator in his role as intermediary between the European Commission and the consortium;
- Assist partners on the administrative aspects of the project, monitor the application of the rules and administrative procedures to Horizon 2020 and Marie Skłodowska-Curie actions in particular;
- Follow the production of deliverables and participate in the writing of activity reports;
- Follow the expenses (breakdown and transfer of funds, updating and monitoring of the budget, financial summary balance sheets, etc.) in cooperation with the IMT Atlantique and partner's financial divisions;
- Coordinate the preparation, consolidation and submission of financial reports in close connection with the different services/ divisions/ departments of IMT Atlantique, within the deadlines set by the European Commission;
- Make sure that any justification document is prepared and filed by each partner, in anticipation of possible audits;
- Ensure compliance with the obligations in the grant agreement and the consortium agreement;
- Coordinate the organization of project-related events (training, secondments, workshops, conferences, etc.).

**Skills needed:**

- Graduation in European Project management studies;
- Good knowledge of EC management rules in the framework of the Horizon 2020 program and more specifically Marie Skłodowska-Curie actions;
- Knowledge of the operating rules and administrative procedures of a public research organization;
- Have good knowledge in financial and administrative management;
- Fully proficient in French and English written and oral;
- Essential qualities: very good interpersonal skills, effective organizational skills, ability to manage flexible quantity of work, good writing skills (production of reports and communication tools), strong relationship capabilities, ability to carry out various tasks under external deadlines, capacity to energize a network;
- Word, excel and PowerPoint.

**Specificity of the position:**

- Many travels abroad

<b>Contract</b>	<b>Full time fixed-term contract/ Renewable 2-year contract</b>
<b>Starting position Date</b>	<b>January 2019</b>
<b>Application</b>	CV + motivation letter to be sent to: <a href="mailto:recrut18-assistdri@imt-atlantique.fr">recrut18-assistdri@imt-atlantique.fr</a> <b>Deadline for application : November 9<sup>th</sup>, 2018</b>
<b>Gross annual salary</b>	25k€
<b>Location</b>	Nantes