



Project Manager in EU-funded MSCA Doctoral Network

Job description

We are looking for a dedicated and highly motivated individual who is passionate about working as a project manager with a group of motivated PhD students and supervisors in a 4-year Marie Skłodowska-Curie Doctoral Network "RBP-ReguNET – Deconstructing and Rewiring RNA-RBP regulatory networks". **RBP-ReguNet** has been conceived to leverage new discoveries in RNA-binding protein (RBP) biology to identify druggable targets for a range of untreatable diseases, including cancer, neurological disorders, liver and infectious diseases. **RBP-ReguNET** is a consortium of high-profile universities, research institutions and companies located in **Spain, France, Italy, Germany, UK, and the Netherlands**.

The successful candidate will manage the training, reporting, operational and financial aspects of the project (RBP-ReguNET) in collaboration with the Project Coordinator, Dr Ashwin Woodhoo, and will be based at the University of Santiago de Compostela (Spain). This is 3–4-year position starting in March 2023, or as soon as possible.

Main Responsibilities

- Manage the day-to-day operational aspects of RBP-ReguNET and coordinate the activities of the investigators.
 - Organizing the training and secondment of 11 PhD students, enrolled at 9 different European universities.
 - Ensure that project documentation is completed in accordance with the grant agreement and that the documentation is updated and properly archived.
 - Preparation of periodic scientific and financial reports. Have a clear view of project deliverables and timelines, ensuring coordination between partners and on-time delivery. Keeping track of the project's budget / expenditure (Total budget about 2.7 M€)
 - Collaborate with colleagues in and outside the RBP-ReguNET network, including partners from the non-academic secondment, the scientific advisory board and the European Commission.
- Contributing to the communication and dissemination of RBP-ReguNET research, including writing research results for reports, the project website, and social media.
- Organizing and participating in research and training events, including arranging locations and travel in connection with project meetings and training sessions.

Specific Requirements

- The candidate is expected to be fluent in speaking and writing in English
- Good organizational and analytical skills and ability to meet strict deadlines
- Experience in research project management
- Experience about finance management, IPR concerns, and ethics issues is valued
- Knowledge of the H2020 environment
- The candidate must be able to summarize meeting reports and to sort tasks by level of importance in order to ensure the delivery of reports in due course
- Enthusiasm, dynamism and capacity for teamwork
- Proactive, flexible and problem-solving attitude

Eligibility criteria

- 1) Applicants should have a bachelor's degree or preferably a PhD or equivalent in neuroscience, biochemistry, biology, pharmacology, or related fields, be highly motivated, self-driven and able to work in a multidisciplinary and multinational consortium.
- 2) The applicants will preferentially have a master's in project management however candidacy of PhD or equivalent in neuroscience, biochemistry, biology, pharmacology, or related fields, will be considered.

Additional skills and experience

- Experience in research administration, financial reporting and report writing, particularly in the management and implementation of EU projects.
- Fluency in another European language (Spanish, German, Italian, French).
- Event management experience.
- The desire to publish and disseminate research widely.

Offer

We offer a temporary contract for a maximum period of 4 years at an employment rate of 100%. The starting salary will be at senior management technician level (€31,700/year) according to USC salary scales

Selection process

Our selection procedure is open, transparent, merit-based and in line with the Code of Conduct for the Recruitment of Researchers.

Candidates should submit the following documents as one single PDF file via email to mscadn.rbp.regunet@gmail.com.

- a detailed CV
- a motivation letter
- transcripts of bachelor and master degrees
- and an English certificate.