



Vacancy

European Programme Manager EJP SOIL

Ranked number one agricultural institute in Europe and number two in the world, INRA carries out mission-oriented research for better food and nutrition, preservation of the environment and competitive, sustainable agricultural practices with particular emphasis on sustainable development. INRA coordinates and is involved in several European research projects and programmes.

The EJP SOIL is a European Joint Programme Cofund on climate-smart sustainable soil management bringing together 26 partners from 24 countries that are committed to build a sustainable European integrated research community on agricultural soils. The programme aims to foster the contribution of agricultural soils to key societal challenges such as climate change adaptation and mitigation, sustainable agricultural production, ecosystem services provision and prevention and mitigation of soil degradation. It will start in February 2020 for 5 years.

Job description

The recruited EJP SOIL European programme manager will carry out the organizational, administrative and financial management of EJP SOIL. She or he will ensure the programme reaches its objectives and that the various joint actions are carried out in line with the expectations of the EJP SOIL Governance.

Position

Fixed term 3 years (renewable)

Location: INRA Grignon in the Paris area

Starting: 1st Feb 2020.

Working environment

The EJP SOIL support team will be made up of the coordinator (INRA), the deputy coordinator (Wageningen Research), an administrative assistant and the EJP SOIL Programme manager. The EJP SOIL program manager will act under the direct responsibility of the coordinator. The EJP SOIL support team will interact with Inra's European and Financial Services. There is a strong networking dimension in the EJP SOIL and the programme manager will interact with members of all 26 EJP partner institutions.

Missions/ responsibilities

- Oversee organizational, administrative, and financial aspects of the programme
- Keep an updated overview of the ongoing actions and their outputs and of the actions planned
- Propose changes or improvements to ensure the success of the joint actions and of the programme
- Prepare amendments to the Grant Agreement related to financial aspects and guided by the programme revenue and expenditure
- Plan, prepare and ensure the follow-up of the programme meetings
- Inform and assist partners, and ensure the implementation of the administrative and financial procedures defined in both the Grant and Consortium agreements
- Set-up indicators and tools for scientific, organizational, administrative and financial monitoring
- Monitor the performance of the administrative and financial execution according to contractual terms
- Ensure the eligibility and correct use of the programme funding
- Ensure the distribution of the European Commission contribution to the consortium partners
- Consolidate the preparation and perform a quality control of the programme deliverables and of the annual and final reports to the European Commission
- Co-coordinate the activity of the administrative assistant
- Support the Coordinator in interfacing with the REA at the European Commission

Knowledge and skills

- Fluent in English (written, read and spoken). Fluency in French would be a plus
- Excellent organizational skills including time and priority management
- Scientific background or a strong interest in Soil Science, Environmental Sciences or Agricultural Sciences.
- Good knowledge of the organization and management of public research and of public funding
- Previous experience in EU project and/or EU programme management
- Good interpersonal skills, be able to relate to people of different backgrounds and cultures and be diplomatic, assertive and outgoing
- Proactive with an ability to work both independently and as part of a team

Profile

- Graduate training, doctorate or master degree or equivalent in project management and/or in Soil Science, Environmental Sciences or Agricultural Sciences.
- A significant experience in EU research programme or project management is compulsory

How to apply

Please send CV and a cover letter to: Claire Chenu, claire.chenu@inra.fr