

PROJECT MANAGER JOB DESCRIPTION
« HBV cure » Program – INSERM U1052
PROJECT MANAGER contract starting in September 2021

The project manager is responsible for scientific animation, financial and administrative management of the “HBV cure” program which includes two axes (dedicated time 50% for each of the two axes):

- 1) Animation, financial and administrative management of the **"HBV cure" Task Force of the ANRS (National Agency for Research on AIDS and Viral Hepatitis)**, coordinated by Prof Fabien Zoulim
 - Link with the HIV, IST and viral hepatitis clinical research department of the ANRS
 - Management of the scientific animation of the Task Force
 - Organization of animation meetings and the annual scientific day
 - Help with the organization of the annual international workshop "HBV cure"
 - Animation of interactions and collaborations of the international network
 - Search for funding through national or international calls for tenders
 - Assistance in drafting funding projects
 - Drafting of meeting minutes and working group reports
 - Assistance to the program coordinator
- 2) Administrative coordination of the **H2020 collaborative research project "IP-cure-B": “Immune profiling to guide host-directed interventions to cure HBV infections”**, coordinated by Prof Fabien Zoulim
 - Financial and administrative coordination of the European and International consortium
 - Coordination of project progress reports to the funder (European Commission)
 - Participation in the logistics of the project
 - Organization and lead of working meetings with project partners (proposal for an agenda, drafting of minutes, execution and monitoring of the action plan)
 - Point of contact and administrative support for project partners
 - Participation in communication actions inside and outside the consortium (website in particular)
 - Work under the direct responsibility of the laboratory head, scientific coordinator of the project, with the support of Inserm Transfert
 - Work in interaction with the ANRS, sponsor of the clinical trial within the European project

Education profile: at least 5th year university degree in medical, paramedical or scientific education

Requirements:

- Education in the scientific and / or medical field
- Knowledge of the field of hepatitis appreciated
- Good knowledge of EC H2020 project management mechanisms and tools
- Previous experience in European project management
- Responsiveness and organizational skills
- Knowledge of biomedical research
- Experience in seeking funding through Call for Projects
- Written-spoken English

Place :

Cancer Research Center of Lyon, INSERM U1052 - CNRS UMR5286 (151 Cours Albert Thomas, 69003 Lyon)
Hepatitis Viruses & Pathobiology of Chronic Liver Diseases Team – Head: Fabien ZOULIM
Please send your CV and letter of intent to: Marie-Agnès VITTOZ: marieagnes.vittoz@inserm.fr and Pierre ANDONG : pierre.andong@inserm-transfert.fr