



JOB OFFER: Deputy Project Manager

Institute: EURO-ARGO ERIC, ZI du Technopôle Brest Iroise, 1625 route de St Anne, 29280 Plouzané, France

Supervisor: Yann-Hervé De Roeck, Director General and Esterine Evrard, senior Project Manager

Contract: Fixed term - 9 months, starting in October 2024.

Context:

The [Euro-Argo ERIC](#) is a European Research Infrastructure Consortium currently composed of 13 national members. Euro-Argo ERIC aims to ensure the sustainability of the overall European contribution to the Argo international programme – deploying and maintaining a global network of autonomous oceanic instruments (profiling floats) that measure essential ocean variables. This global fleet is an essential contribution to the monitoring of climate change and ocean health, for both the scientific community and the operational users.

The Euro-Argo ERIC is in charge of:

- the overall European coordination of national Argo activities,
- the support to float deployment activities,
- the European fleet monitoring,
- the supervision of the Argo data flows to European and international Data centres and repositories.

In the scientific domain, the missions of Euro-Argo ERIC are:

- to promote and coordinate the Euro-Argo strategy and to develop an implementation plan within the Argo international context,
- to promote the scientific results achieved by Euro-Argo members,
- to coordinate joint scientific activities that have been defined by the Euro-Argo members. Some of these activities are carried out within European projects.

The Euro-Argo ERIC office is opening a fixed-term deputy Project Manager position at its headquarters, hosted by [Ifremer](#), the major French research institute devoted to marine research. The deputy Project Manager will assist the team in the daily management of the recently awarded Euro-Argo ONE Horizon Europe project (EAONE). This project is a 3-year structuring project for Euro-Argo ERIC, that will be coordinated by the Euro-Argo ERIC office.

The successful candidate will work in close collaboration with the senior Project Manager (working 30% of a full-time equivalent, present during some weeks during the 9 months), under the supervision of the Euro-Argo ERIC Director General.

Missions:

The deputy Project Manager will be assigned the task of:

- assisting the EAONE coordinator (the Euro-Argo ERIC Director General) in the daily management of the Euro-Argo ONE project;
- supporting and piloting administrative and management activities for the implementation of other EU-funded projects in which Euro-Argo ERIC is involved.

The successful candidate will work in close collaboration with the Euro-Argo ERIC office team and EAONE Consortium. The candidate will also interact with Euro-Argo members, other Marine Research Infrastructures and with other European and international partners.

Activities:

- Support in the EAONE Consortium Agreement writing;
- Support in the daily technical and financial monitoring of the activities defined in the EAONE project, in interaction with the project partners;
- Contributing to the preparation and lead of meetings: Kick-Off meeting, workshops, General Assemblies, meetings of the Executive Board, including writing of minutes, reports and statements;
- Working with the EAONE Executive Board to periodically review project progress, risks and issues, agree and record any deviations to project scope, in liaison with the European Commission Project Officer;
- Preparing periodic financial reporting of all EU projects in which the Euro-Argo ERIC is involved, in close link with the Euro-Argo ERIC accountant, submitting accurate and up-to-date financial information of Euro-Argo ERIC into the portal and interact with financial managers of EU projects if needed;
- Assistance in the preparation of the Euro-Argo Science workshop planned in Autumn 2025;
- Supporting the team during preparation of other EU project proposals.

Education requirements:

- Master's degree related to the field of Finance and Project Management or experience in the field of project management with a scientific background;

Experience requirements:

At least three years' experience in a scientific environment would be considered an asset, whether:

- Significant experience of managing medium to high-risk projects, with clear responsibility for budget and risk management;
- Significant experience and knowledge of European projects (H2020, Horizon Europe...) and associated funding schemes.

Expected skills / Technical competences / Knowledge:

- Professional fluency in English, as English is the official working language of Euro-Argo ERIC
- Strong coordination and organisational skills;
- Excellent communication skills, both verbal and written;
- Ability to work to deadline as part of a team, sometimes within short deadlines;
- Solid understanding of financial and administrative rules related to EU-funded projects (Grant Agreement, Consortium Agreement, Periodic reporting, etc.);
- Good knowledge and practice of the Funding & Tenders European Commission Portal;
- Confident user of Excel
- Good understanding of the EU-landscape of EU Research Infrastructures (ESFRI) is an advantage.

Personal Qualities:

- Team player with strong interpersonal skills, capable of working effectively in a small team and in a multicultural environment;
- Sense and rigor in organisation, diplomatic abilities.

An interest in ocean and/or climate science and in ocean observations is an asset.

Working Environment:

Fixed term 9-month position, based at the Euro-Argo ERIC Office, Plouzané, France, in the premises of Ifremer, on the [International Campus of the Sea](#). The possibility of extending the contract may be considered.

The candidate will integrate into an 8-person team: a Director General, an Operations Officer, a Science Officer, a Data Scientist, a Communication Officer, a Project Manager, a Policy adviser and an Administrative Assistant.

Mainly office desk activities, with a high level of active participation to meetings (in person with travels in Europe and remotely).

Arrangements for limited home office are in place. Part-time applications (down to 75% full time equivalent) are also welcome.

Application:

Please send a Resume and Cover Letter to contact@euro-argo.eu, with the following subject: **Deputy Project Manager EAONE**

Language: English

Format: pdf files

File naming: *EAONE-lastname-resume.pdf* and *EAONE-ERIC-lastname-letter.pdf*

Deadline for application: August 23rd 2024

Interviews will be organised in September

Start: October 2024

More information:

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