

Manager of International Scientific Cooperation (m/f)

Job description

Job type

International Cooperation Manager

BAP

Gestion et Pilotage (J)

Missions

In order to promote international coordination of research on rare diseases, the International Rare Disease Research Consortium (IRDiRC) sets up Task Forces or Working Groups, composed of experts, that propose recommendations giving rise to publications. The Manager of International Scientific Cooperation implements, within the Scientific Secretariat of IRDiRC (Support-IRDiRC), the activities of the Task Forces included in the IRDiRC roadmap. He / she organizes the action plan for the Task Forces in collaboration with their Chair and Vice Chair (international experts), provides the scientific background necessary for their work (carries out a bibliographical research, writes the preparatory documents) and organizes the meetings of the Task Forces. He / she writes the minutes of the meetings, as well as the preliminary version of the articles, which he / she supports until they are published in peer-reviewed journals. English is the working language for all meetings, reports and interactions.

Principal activities

- Ensure that the work of the Task Forces, included in the "Support-IRDiRC" contract, is carried out;
- Represent IRDiRC's Scientific Secretariat and lead relations with partners, establish professional networks (Task Forces), promote and coordinate international events (workshops);
- Organize and ensure scientific, technical and political monitoring on the subjects of Task Forces;
- Manage Task Force projects in coordination with the Project Manager and the scientific coordinator. This includes planning, organizing, regulating and following-up on activities;
- Exchange with the international experts from the Task Forces on scientific aspects in order to provide adequate scientific support;
- Ensure the traceability of decisions and the organization of shared documents;
- Write draft articles and reports of the Task Forces and perform follow-up until their finalization;
- Ensure the publication of articles in collaboration with the Communication Manager;
- Participate in all IRDiRC team and Tasks Forces meetings.

Associated activities

- Contribute to the identification of guidelines and standards in the field of rare diseases research;
- Contribute to writing an annual report on research trends in the field of rare diseases;
- Contribute to writing minutes of meetings and teleconferences of IRDiRC committees.

Knowledge	• Knowledge of international cooperation mechanisms; • Thorough knowledge of national and international scientific and technical communities in the field of rare diseases would be a plus; • Thorough knowledge in a scientific discipline, experience in the field of rare diseases would be a plus; • Knowledge of project management methods; • Knowledge of the organization, the functioning of European contracts; • Knowledge of European policy priorities in health and research; • Knowledge of available databases in the field of rare diseases; • Excellent level of oral and written English, English as a first language would be a plus.
Competences	• Animating a network / working group; • Monitoring of the scientific and technological landscape; • Playing a role of advice or decision support; • Piloting a project: identifying the aims and objectives of a project; planning the means to achieve the aims of a project; establishing the various specification requirements; • Writing summary documents; • Approaching a request as a study problem; • Evaluating the reliability and validity of sources and information; • Finding and selecting strategic information; • Defining the production and information processing procedures adapted to the needs of the project; • Respecting and / or enforcing the ethical and deontological principles of the field; • Explaining the meaning of a policy, regulation, or given action to stakeholders involved by implementing written or oral communication actions; • Negotiating contracts with providers at national level; • Using different pedagogical methods to convey knowledge to a variety of audiences; • Excellent oral and written presentation skills; • Excellent level of oral and written English.
Skills	• Good organizational skills • Curiosity • Rigorous and systematic approach to work • Team player • Conceptualization capacity • Foresight
Specificity (ties) / Constraint (s)	• Some international travel is required (2-3 times a year)
Experience sought	• Experience and knowledge in the field of rare diseases or human genetics would be particularly valuable.
Degree (s) sought	• PhD in Biology, Medicine or Pharmacy
Host department	
Unit code	US14
Title	Unité de Service 14 - ORPHANET
Head	Ana RATH
Composition	Inserm's Service Unit 14, which houses Orphanet (www.orpha.net), is in charge of information on rare diseases and orphan drugs and its dissemination nationally and internationally to health professionals and the general public. Composed of about forty people, this unit has partnerships with public and private organizations, in France, the 28 Member States of the European Union, and across the globe. The US 14 also provides the Scientific Secretariat of the International

Consortium for Rare Diseases Research (IRDiRC), as part of the FP7 European project "Support-IRDiRC": this position is part of the IRDiRC Scientific Secretariat.

Adresse Plateforme Maladies Rares, 96 rue DIDOT PARIS 14ème

**Regional
Delegation** DR Paris 6

Contract

Type CDD

Duration Until 30/09/2018

Salary Between 2476.05€ and 3286,92€ gross monthly according to experience

Start date As soon as possible

To apply

Address your CV and cover letter specifying the reference offer 2018-US14-01 to:

- Anneliene JONKER
- E-mail : anneliene.jonker@inserm.fr
- Tél : 01 56 53 81 37