



Service GRH  
Ref. 22/06

**Vacancy announcement: recruitment of a Project Manager**  
**Full-time contract, renewable up to 4 years (until June 2026)**

*International Centre for Advanced Mediterranean Agronomic Studies  
Mediterranean Agronomic Institute of Montpellier (CIHEAM-IAMM)*

The Mediterranean Agronomic Institute of Montpellier (CIHEAM Montpellier), one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM), is an intergovernmental organization whose mission is the development of higher education and lifelong learning, research and cooperation in the Mediterranean area. Within the scope of the GRANULAR project, CIHEAM Montpellier offers a position of Project Manager.

### CONTEXT

GRANULAR (Giving Rural Actors Novel data and re-Useable tools to Lead public Action in Rural areas) is a newly awarded project under the Horizon Europe programme. This four-year project will generate new insights for characterising rural diversity based on a multi-actor and interdisciplinary approach. Insights from Multi-Actor Labs (MALs) will generate novel datasets using a wide range of methods and primary data, such as remote sensing, crowd-sourced data, mobile phone data and web scraping. This will then be combined with a variety of existing institutional data to derive indicators relevant to rural communities for the implementation of the Long-Term Vision for Rural Areas, to measure resilience, well-being, quality of life and attractiveness.

The project will create a Rural Compass, which takes into account the factors affecting rural communities and their functional characteristics, informing policy-makers and rural actors for the design of tailored rural policies. This novel conceptual and methodological approach will provide a comprehensive insight into the multiple factors and drivers that impact rural areas, accounting for their diversity. GRANULAR will directly support concrete policies, by informing rural action with the opportunities and requirements in terms of data-collection methods and indicator development to enhance and support the co-creation and co-learning with multiple actors in rural areas. After ensuring the scalability of the results, datasets, data visualisation and other tools will be made available on a dedicated platform designed by, and for, rural actors and rural policy-makers.

Coordinated by CIHEAM Montpellier, GRANULAR gathers 23 European partners (academic institutes, international organisations, NGOs, rural networks, and local authorities), including many partners from SHERPA and other H2020 projects, such as DESIRA, POLIRURAL and ROBUST.

### ROLE

The project manager (PM) will play a central role in the project and will be a full member of the project team. Working side-by-side with the project coordinator, the PM will coordinate the exchanges within the consortium and facilitate the consortium's overall management in conformity with the Grant Agreement and the Consortium Agreement. These responsibilities include a wide set of tasks related to the organisational, administrative, financial and legal management of the project. Furthermore, the PM will play a major role in the project multi-actor approach, by coordinating one Living Lab (in France) and one Replication Lab (in Albania).

## ACTIVITIES AND TASKS

### Project coordination

- **Assist the coordinator in the supervision and implementation of the project**, and in following the project work plan;
- Develop and implement **project management tools** (e.g., procedures, guidelines, templates, collaborative platform);
- Organize the **consortium meetings**;
- **Coordinate the exchanges within the network**, facilitating communication between partners;
- Act, in collaboration with the relevant services of the CIHEAM Montpellier, as an intermediary between the consortium and the European Commission's Research Executive Agency.

### Administrative management

- **Support the partners with the project administrative aspects**, particularly in the application of rules and procedures specific to the Horizon Europe;
- **Follow-up the production of deliverables** and contribute to the drafting of the **activity reports**.

### Financial management

- Budget monitoring (breakdown and transfer of funds, update and follow-up of the budget, internal financial reports, etc.);
- Coordinate the preparation, consolidation and submission of financial reports, working closely with the accounting department of the CIHEAM Montpellier, within the deadlines defined by the European Commission;
- Ensure that all documents needed for justifying expenses are correctly defined and archived by each partner, anticipating the possibility of future audits.

### Legal support

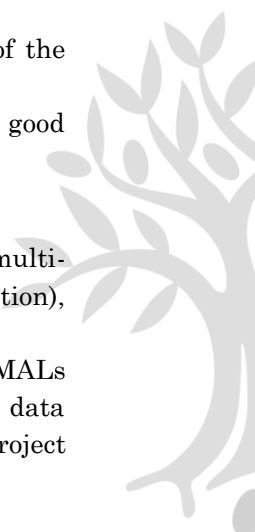
- Ensure that the consortium meets its obligations under the Grant Agreement and the Consortium Agreement;
- Follow-up and update (amendments) of contractual documents.

### Communication and technical support

- Conduct **internal communication measures** (dissemination of information, animation of the collaborative platform, etc.);
- Participate in external communication measures (writing press releases/contents of the public part of the project website, etc.);
- Participate in the elaboration of the project Data Management Plan and ensure its good implementation.

### MALs-specific activities

- Supervise the French (Pays Pyrénées Méditerranée) and Albanian (Vjosa Valley) multi-actor labs: coordinate the organisation and animation of events (workshops, dissemination), data collection, validation and tool testing;
- Coordinate the preparation, consolidation and submission of French and Albanian MALs reports (annual action plan, deliverables regarding their architecture, governance, data collection processes, feedbacks on tools and data) and present findings during project conferences and workshops.



## REQUIREMENTS

The project manager must meet the following requirements:

- Master's degree or equivalent, including **training in project management** (especially of European projects);
- **Knowledge of the European Commission management rules** associated with the Horizon Europe framework programme;
- Excellent working knowledge of **administrative and financial management** (at least 5 years of experience in administrative and financial management of European or international projects);
- **Excellent oral and written communication skills in English** (the communication language within the consortium) and good oral and written communication skills in **French** (needed for most of the administrative tasks within the project);
- Good knowledge and command of **project management tools** (spreadsheets, planning tools, collaborative tools);
- A scientific background in the field of rural development would be a plus; a strong interest for the topic is required;
- Experience of multi-actor and interdisciplinary approaches highly appreciated.

## PERSONAL SKILLS REQUIRED

- Excellent **organizational skills**, ability to establish and maintain lasting and constructive formal relationships;
- **Dynamism, reactivity and autonomy**;
- Excellent skills of **writing and synthesis** (work plans, technical reports and other acts and management, ordinary correspondence, notes, messages, summary sheets)
- Good **teamwork abilities**, particularly in a **multicultural and multi-disciplinary context**
- Ability to propose solutions to problems and critical issues that might arise during the project

## JOB SPECIFICATIONS

- Starting date: **1<sup>st</sup> June 2022**
- Contract duration: fixed term contract of 12 months renewable 3 times (up to 48 months)
- Full-time (37,5h per week, possibility to work from home 2 days a week)
- 8 weeks annual leave
- Salary: gross monthly salary ranging between 2400€ and 3000€ based on experience
- Location: **Mediterranean Agronomic Institute of Montpellier** (Route de Mende, Montpellier, France) with occasional travels in different EU member states and Albania

## SELECTION PROCESS

The application must be written in English and include a CV and a cover letter concerning the missions defined in the job description.

CIHEAM Montpellier is committed to a policy of non-discrimination and gender. Position open to people with disabilities.

Closing date of the call for applications: **15 April 2022**  
The application file must be sent by email with the following object " Project Manager Vacancy "  
to the address: [emploi@iamm.fr](mailto:emploi@iamm.fr)

