



Vacancy announcement:

Recruitment of a Project Manager

Full-time contract, one-year 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 NATAE project, CIHEAM Montpellier offers a position of Project Manager.

CONTEXT

NATAE (Fostering Agro-ecological transition in North Africa through multi-actors design, evaluation and networking) is a newly awarded project under the Horizon Europe programme. Based on a multi-actor and interdisciplinary approach, this four-year project will generate new insights for assessing practices that are inspired by agro-ecology in a multidimensional way and at multiple scales (from production systems to territory and value chains). The aims are to identify, evaluate and eventually promote the best observed and experimented combinations of practices inspired by agro-ecology in North Africa (i), and to set up a Mediterranean agro-ecological network for knowledge exchanges and advocacy at regional level (ii). The approach is based on Multi-Actor Labs (MALs), as territories that are anchored in specific agro-ecosystems of North Africa. Production of scientific data and analyses in the field of agronomics, sociology and economics will inform on the potential for agro-ecological transition in the region. NATAE will support the co-creation and co-learning with multiple actors in MALs as well as concrete policies by informing largely with the opportunities provided by an agro-ecological transition perspective. It will also organize the capitalization and transfer of generated knowledge to education and extension. NATAE will further develop an Atlas platform on the performance of practices inspired by agro-ecology with regards to the farms, the landscape and the food systems.

Coordinated by CIHEAM Montpellier, NATAE gathers 23 partners from Europe and North Africa regions (academic institutes, international organisations, NGOs, technical institutes).

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**, the Consortium Agreement and the Gantt Chart. These responsibilities include a wide set of tasks related to the organisational, administrative, financial and legal management of the project.

Furthermore, the PM will provide a sound contribution to the scientific objectives of the project by implementing specific activities in the field of policies and value chain analyses.

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); and ensure their implementation by project partners;
- Organize the **consortium meetings**; and contribute to the organisation of **dissemination events**;
- **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 and financial 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**.
- Ensure a strong coordination between the technical and financial management of the project to ensure full consistency in line with the project budget and grant agreement, with the financial manager of the project;
- Organization and management of purchasing and competition procedures.

Legal support

- Ensure that the consortium meets its obligations under the Grant Agreement and the Consortium Agreement in line with EU and national regulations;
- Follow-up and update (amendments) contractual documents.

Communication and technical support

- Conduct **internal communication measures** (dissemination of information, etc.);
- Participate in external communication measures (writing press releases and contents for external dissemination, etc.);
- Participate in the elaboration of the project Data Management Plan and of the monitoring risk management, quality control and reporting plan and ensure their good implementation.

Scientific research activities and support

- Assessment and review of current sectoral policies in the five targeted countries from an agro-ecological transition perspective;
- Territorial analyses of existing local value chains in the Multi-Actor Labs and opportunities for the development of agro-ecological value chains;
- Contribution to the Multi-Actor Labs supervision and to the MEDAE network development (capitalization and communication).

REQUIREMENTS

The PM must meet the following requirements:

- **With regards to project management:**
 - Excellent working knowledge of **administrative and financial management** (at least 5 years of experience in administrative and financial management of European or international projects);
 - Knowledge of the **European Commission management rules associated with research funded programmes**; specialised training in project management, especially of European scientific projects would be strongly appreciated. Good command of **project management tools** (spreadsheets, planning tools, collaborative tools) is required;
 - **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 and communication with project partners); **Arabic knowledge is a plus.**
 - Capacity to manage complex project with multiple international partners.

- **With regards to scientific contributions to the project:**
 - A PhD degree or equivalent, including **training in project management** (especially of European projects);
 - A scientific background in the field **of policy and value chain analyses**;
 - A strong interest for the **agro ecological transition** 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: ideally **1st December 2022**;
- Contract duration: fixed term contract of 12 months renewable 3 times (up to 48 months);
- Full-time (37,5h per week);
- 8 weeks annual leave;
- Salary: gross monthly salary ranging between 2 400€ and 2 700€ based on experience;
- Location: **Mediterranean Agronomic Institute of Montpellier** with regular travels in North Africa and Europe.

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 opened to people with disabilities. Closing date of the call for applications: **13 November 2022**

The application file must be sent by email with the following object " Project Manager Vacancy " to the address: emploi@iamm.fr