



**CIHEAM  
MONTPELLIER**

Ref. TD.GK.20240405

## **VACANCY ANNOUNCEMENT**

### **Recruitment of a Project Manager**

Full-time contract, renewable for up to 3 years

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 with the mission to develop higher education and lifelong learning, research and cooperation in the Mediterranean region. Within the scope of the DIONYSUS project, CIHEAM Montpellier offers a position of **Project Manager**.

#### **CONTEXT**

DIONYSUS, a PRIMA Project (Section 1)<sup>1</sup>, coordinated by CIHEAM Montpellier, brings together 14 partners from Europe and North Africa regions, including academic institutes, international organizations, NGOs, and technical institutes. The project's overarching objective is to co-design, test, and develop operational adaptation solutions and sustainable market solutions through innovative business-based models. These solutions aim to efficiently and sustainably utilize water, energy, food, and ecosystem resources, relying on local and regional initiatives, engaging local and international stakeholders, and utilizing a Cross-Sectoral Nexus adaptation tool for a transition to a Green Economy and Sustainable Development. To achieve this, DIONYSUS establishes "Action-Panels" to co-design solutions and prioritize key indicators, alongside developing a web-based decision support system (DSS) called DIONYSUS-inov, providing guidelines for decision-makers. Additionally, the project creates a "DIONYSUS Think-Tank" serving as a strategic hub for upscaling and integrating operational adaptation solutions. By capitalizing on the expertise and insights of its consortium members and stakeholders, the think-tank fosters knowledge-sharing, strategic planning, and collaboration to ensure the dissemination and implementation of innovative approaches across the Mediterranean region. Through these efforts, DIONYSUS aims to support climate adaptation and mitigation strategies, positively impacting local communities, employment, household income, and national economies, while facilitating a greener, more resilient future for the Mediterranean region.

#### **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's multi-actor approach, by participating in the activities of several Action-Panels (in Egypt, Morocco, Greece, and Italy) and the Replication Labs (in Algeria, Tunisia, and Turkey). Finally, the PM will be responsible for coordinating the activities of DIONYSUS Think-Tank which aims to create a pool decision-making at the Mediterranean scale and mobilize policy makers towards a NEXUS thinking.

---

<sup>1</sup> See: <https://prima-med.org/>

## **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 PRIMA Agency.

### **Administrative management**

- Support the partners with the project administrative aspects, particularly in the application of rules and procedures specific to PRIMA;
- 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 PRIMA;
- 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**

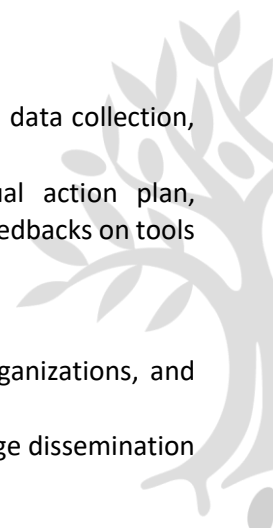
- Conduct internal communication measures (dissemination of information, animation of the collaborative platform, etc.); Participate in external communication measures (writing press releases/contents of the public part of the project website, etc.);
- Participate in the elaboration of the project Data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

### **Action-Panels and Replication Labs activities**

- Coordinate the organisation and animation of events (workshops, dissemination), data collection, validation and tool testing;
- Coordinate the preparation, consolidation and submission of 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.

### **DIONYSUS Think-Tank activities**

- Lead outreach efforts to engage stakeholders from academia, governmental organizations, and industry associations for active participation in Think-Tank activities;
- Develop policy recommendations based on project outcomes, facilitating knowledge dissemination and advocacy efforts for sustainable resource management in the Mediterranean;



- Manage clustering strategy implementation, fostering collaboration between relevant projects and coordinating joint activities to promote Think-Tank initiatives at international forums.

## **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 and PRIMA management rules**, in line with the Horizon 2020 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**

- Contract duration: fixed term contract of 12 months renewable twice (up to 36 months);
- Full-time (37,5h per week);
- 8 weeks annual leave;
- Salary: gross monthly salary ranking between €2,400 and €3,000, based on experience;
- Location: Mediterranean Agronomic Institute of Montpellier (Route de Mende, Montpellier, France) with occasional travels in different partner countries.

Contact for any information on the project: [kleftodimos@iamm.fr](mailto:kleftodimos@iamm.fr)

CIHEAM Montpellier is committed to a policy of non-discrimination and gender.

Position open to people with disabilities.



### **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.

Deadline for Submission: **12<sup>th</sup> of May 2024**

Selection Committee: **17th of May 2024**

Starting Date: **At the earliest convenience**

The application file must be sent by email with the following object " DIONYSUS PM candidate Vacancy" to [emploi@iamm.fr](mailto:emploi@iamm.fr)

