

**PROJECT MANAGER JOB DESCRIPTION**  
**« HBV cure » Program – INSERM U1052**  
**PROJECT MANAGER contract starting in January 2021**

The project manager is responsible for scientific animation, financial and administrative management of the “HBV cure” program which includes two axes (dedicated time 50% for each of the two axes):

- 1) Animation, financial and administrative management of the **"HBV cure" Task Force of the ANRS (National Agency for Research on AIDS and Viral Hepatitis)**, coordinated by Prof Fabien Zoulim
  - Link with the HIV, IST and viral hepatitis clinical research department of the ANRS
  - Management of the scientific animation of the Task Force
  - Organization of animation meetings and the annual scientific day
  - Help with the organization of the annual international workshop "HBV cure"
  - Animation of interactions and collaborations of the international network
  - Search for funding through national or international calls for tenders
  - Assistance in drafting funding projects
  - Drafting of meeting minutes and working group reports
  - Assistance to the program coordinator
- 2) Administrative coordination of the **H2020 collaborative research project "IP-cure-B"**: “Immune profiling to guide host-directed interventions to cure HBV infections”, coordinated by Prof Fabien Zoulim
  - Financial and administrative coordination of the European and International consortium
  - Coordination of project progress reports to the funder (European Commission)
  - Participation in the logistics of the project
  - Organization and lead of working meetings with project partners (proposal for an agenda, drafting of minutes, execution and monitoring of the action plan)
  - Point of contact and administrative support for project partners
  - Participation in communication actions inside and outside the consortium (website in particular)
  - Work under the direct responsibility of the laboratory head, scientific coordinator of the project, with the support of Inserm Transfert
  - Work in interaction with the ANRS, sponsor of the clinical trial within the European project

**Education profile:** 6<sup>th</sup> year university degree in medical, paramedical or scientific education

**Requirements:**

- Education in the scientific and / or medical field
- Knowledge of the field of hepatitis appreciated
- Good knowledge of EC H2020 project management mechanisms and tools
- Previous experience in European project management
- Responsiveness and organizational skills
- Knowledge of biomedical research
- Experience in seeking funding through Call for Projects
- Written-spoken English

**Place :**

Cancer Research Center of Lyon, INSERM U1052 - CNRS UMR5286 (151 Cours Albert Thomas, 69003 Lyon)

*Hepatitis Viruses & Pathobiology of Chronic Liver Diseases* Team – Head: Fabien ZOULIM

Please send your CV and letter of intent to: Marie-Agnès VITTOZ: [marieagnes.vittoz@inserm.fr](mailto:marieagnes.vittoz@inserm.fr) and Anna BOITARD: [Anna.BOITARD@inserm-transfert.fr](mailto:Anna.BOITARD@inserm-transfert.fr)