

JOB DESCRIPTION
PROJECT OFFICER – for EU program ERN-EYE

Company

Hôpitaux Universitaires de Strasbourg,

Administrative contact: Julia DELVO

Medical & Scientific contacts: Pr Hélène DOLLFUS (Chief of Department, coordinator of ERN-EYE) and
Dorothee LEROUX (ERN-EYE Project Manager)

The project team & the company details

Hierarchical links :

- Chief of department – Pr Hélène Dollfus
- Project Manager – Dorothee Leroux

Functional links :

The Project Officer will work under the responsibility of the Chief of department & ERN-EYE Coordinator, Pr Dollfus, in close collaboration with ERN-EYE Project Manager. The Project Officer work daily directly with the ERN-EYE Project Manager.

The Project Officer will work daily with following categories:

- Local partners (CARGO & SENSGENE team members)
- Administratives representatives (Hôpitaux Universitaires de Strasbourg and in all ERN-EYE HCPs)
- Medical representatives (Hôpitaux Universitaires de Strasbourg and in all ERN-EYE HCPs)
- Learned societies
- Patients groups and patients organizations
- European Commission spokespersons
- Scientific ans research stakehodlers
- Funding stakeholders for European calls

Job description

Full time job

Fluent (spoken and written) English required

Travels can be necessary on a one-time basis

Salary will depend on experience and diplomas according to the Public Function salaries

Project presentation

European Reference Networks (ERNs) are virtual networks involving healthcare providers across Europe. They aim to tackle complex or rare diseases and conditions that require highly specialized treatment and concentrated knowledge and resources. Health systems in the European Union aim to provide high-quality, cost-effective care. This is particularly difficult with rare or low-prevalence complex diseases or conditions. Between 5.000 and 8.000 rare diseases affect the daily lives of around 30 million people in the EU.

ERN-EYE, dedicated to Rare Eye Diseases (RED), currently consists of 29 healthcare-providers from 13 Member States, with important interactions with patient groups and will cover RED conditions in four thematic groups: retinal RED, neuro-ophthalmology RED, pediatric ophthalmology RED & anterior

segment RED; six transversal working groups are addressing common issue (genetic diagnosis, registries, research, training guidelines...). The project leader, Pr Dollfus, is based in the Hôpitaux Universitaires de Strasbourg.

The team

The local ERN-EYE team is composed by :

- Pr H  l  ne DOLLFUS (Chief of Department, coordinator of ERN-EYE) and
- Dorothee LEROUX (ERN-EYE Project Manager)
- Part time communication officer
- National French network SENGGENE team members localized in Strasbourg

Duties and responsibilities

The Project Officer will provide essential support to ERN-EYE project, working with the Project Manager and other team members to achieve project success. Exact responsibilities will vary by project stage, but key component of a Project Officers' roles include administrative, technological and scientific/medical skills. Project Officer will work in direct collaboration with the Project Manager.

Project Officer Duties and Responsibilities

Organize Project Meetings

On a regular basis, Project Officer will meet with the Project Manager and the coordinator to review progress and to discuss future steps. The Project Officer will also contribute to arrange meetings with the members of the project when needed (book appropriate meeting rooms, contact the attendees, send out any relevant information before the meeting, and attend each meeting to take minutes)

Maintain Documents

Project Officer will be responsible for maintaining crucial project documents with track project progress. He/she will file all project documents in an appropriate database or library, and ensure that all documents are accurate and have been accepted by the Project Manager and the coordinator. He/she will prepare report/notes on specific topics.

Identify Problems or Risks

Being so closely involved in the project, the Project Officer will be relied upon to identify any potential issues or risks that could affect the progression of the project. He/she will communicate these items with the Project Manager and work to identify potential solutions.

Manage the Schedule

The Project Officer with the project manager will closely watch the project schedule, monitoring deadlines for each project task. He/she will check regularly that every deadline is still possible, and report any potential delays to the Project Manager and to the coordinator.

Manage the EU calls advertising and surveillance for grants applications and scientific aspects of RED

The Project Officer will undertake surveillance, research and formulate recommendations for EU call for funding opportunities (grants) in identified fields.

The Project Officer will provide advice and information to stakeholders on emerging projects. A scientific surveillance to detect major scientific and medical events in the field of Rare eye diseases, genetics and ophthalmology) will be performed.

Skills, qualifications and Experience

Core skills:

- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications
- Ability to work effectively as a team member and independently,
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Excellent written and verbal communication skills, especially in English
- Excellent critical and creative thinking and analytical skills

Advanced skills:

- Experience in program administration, operating procedures, oversight and monitoring
- Ability to work with database applications
- Knowledge of project funding procedures and guidelines
- Scientific and /or medical background fitting the field

Qualifications:

- Master degree or PhD in Biological Science
- Working knowledge of computers and software's (Office suite: Word, Excel, PowerPoint)
- Good writing and verbal communication skills in English and French or other EU language is an asset.

Experience:

- 2 to 5 years' experience in the similar position in national/ International Organizations.
- Experience in subsidies and funding opportunities calls

To contact

Name, Function: Dorothee Leroux, project Manager

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