



## Job description: Project Manager for the European Association of Research Managers and Administrators (EARMA)

### **Author**

EARMA Executive Office

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**Location of Employment:** EARMA Office, 3000 Leuven, Martelarenplein 20E (train station building) with a possible exception detailed below

**Job information:** Fixed term Contract to start asap until 31/12/2022 (0,6 FTE, 60% position)

## EARMA Project Manager

EARMA is looking for an engaged and enthusiastic colleague to manage the SOPs4RI project and possibly other projects in the future. This is a European research project (Horizon2020) on Research Integrity. The goal of the project is to create a toolbox for organisations to deal with Research Integrity. More information on: <https://www.sops4ri.eu/> The successful candidate will be the link between the project and the EARMA community to execute the project in the best possible way. The person therefore doesn't need to be an expert in Research Integrity. The person we are looking for should however be able to manage a project and engage with a community. The expertise of the community and the relevant stakeholders must be used to help our project partners and to advance the project. Therefore, especially project management skills and people skills are essential. An excellent verbal and written command of the English language is also essential. Other languages are welcomed but not required.

The Project Manager will report directly to the EARMA Managing Director and will be coached by the Managing Director.

The Project Manager should be prepared to travel for work at least 2 times per year and to organise and host 1-3 events per year in Belgium (mostly Brussels) for 40-80 people with support of a logistics partner.

The successful applicant will start as soon as possible and the end date of the current project will also be the end date of the contract 31/12/2022. There will be a yearly evaluation. Additionally, in May 2022, the status of the project, the functioning of the job holder and status of the EARMA office will be evaluated.

Location of employment: EARMA office in Leuven with a possible exception if EARMA judges the persons expertise, experience and fit-in to warrant a different location. This exception is only relevant if that different location is found practical and economical by EARMA.

### Job content:

- Manage the H2020 project and possibly future projects and produce the deliverables required
- For the purpose of the H2020 project, manage the EARMA thematic group on Ethics and Research Integrity (ERION) including the organisation of interviews and events
- Report internally on the H2020 project and make any connections with the EARMA community needed
- Keep accurate time records of your work
- Liaise with relevant partners and stakeholders

- Take ownership of the project reporting and acquire and submit all relevant documents while reporting internally before submitting to the project coordinator

## Employer

EARMA is the European Association of Research Managers and Administrators. Our goal is to invest in those people supporting and managing research so they can be as productive and happy as possible. This contributes to scientific research and to society. We are a non-profit organisation under Belgian law with a legal address in Brussels but a factual address in Leuven (train station building). Our members are mainly academic (universities and research organisations). We organise a conference for more than 900 people each year, have a training programme and other events which are mainly organised in Brussels. We have 140 institutional members (organisations) and 200 ordinary members (persons). EARMA will celebrate its 25th year as an official organisation in 2020 and has built a great reputation in Brussels and around the world. EARMA members are at the core of our association, particularly those who contribute as volunteers. More information on EARMA:

<https://www.earma.org/>

<https://www.earmaconference.com/>

Twitter: @EARMAOrg

Brussels Conference 2018: <https://www.youtube.com/watch?v=YB8hnypMTmE>

Bologna Conference 2019: <https://www.youtube.com/watch?v=xRyAV85oas>

EARMA event in Brussels (Nov 2018): <https://www.youtube.com/watch?v=UGpVWGpskEM>

## Profile requested:

### Mandatory:

- At least a bachelor degree or equivalent in experience
- Project management experience
- At least 4 years of working experience
- Excellent communication skills in English
- Experience in working in a team and with a community
- Experience with deadlines
- Excellent soft skills/people skills
- Talent for organisation and eye for detail
- Able to work independently and as part of a team in an international context

### Desirable:

- Experience with Research Ethics and/or Research Integrity
- Experience in organising events
- Experience with the academic sector
- Experience in managing EU projects and specifically EU framework programme projects
- Experience in engaging with and/or starting a community

### Offer:

- 60 % position as an employee of EARMA.
- A fixed term contract until 31/12/2022 with yearly evaluations and dependent on the correct continuation of the project.
- EARMA offers a competitive salary in line with the role and the experience of the successful applicant.
- Number of holidays: 28 days (if legal conditions in the previous year were met)
- The chance to work in an international environment of motivated and passionate staff and volunteers.
- The chance to contribute to a non-profit with an excellent reputation and to help science and society in your daily work.
- The chance to work in a beautiful, modern fully climate-controlled office in the renovated historic train station building in Leuven close to the city centre.
- The chance to attend project meetings and events abroad approximately 2 times per year (costs reimbursed).
- EARMA also offers depending on the relevance:
  - A laptop or desktop to do the work required
  - Meal vouchers (standard Belgian system, maaltijdcheques)
  - Hospital insurance
  - Optional additional pension benefits possible if profile and project rules allow
  - Free public transportation

### Selection Procedure:

Applications can be submitted up to and including 16 June 2019 but please submit your application as soon as possible

Applications should be sent to [nik.claesen@earma.org](mailto:nik.claesen@earma.org)

Applications should include in attachment:

- A cover letter (motivation letter) not longer than 1 A4 page.
  - An extended cv
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- Shortlisted applicants will be invited to a first interview by videoconference around the 18-20 June 2019.
  - Second interviews will be held at the Leuven office on the 21th June 2019.

These dates are indicative and may be changed.

No travel costs will be covered by EARMA.

EARMA will not cover any relocation costs for the successful applicant.

Questions about the position and the application process can be submitted to [nik.claesen@earma.org](mailto:nik.claesen@earma.org). To discuss the position by phone or videoconference please ask for an appointment by e-mail.

