

Department Manager

Institut Pasteur has been conducting cutting-edge biomedical research for over 130 years. On our 5-hectare campus in the center of Paris (15th arrondissement), in a multicultural and stimulating environment, 3,000 people work together to meet Institut Pasteur's ambitions.

Department managers are engineers and researchers with an interest in, or previous experience of, the organisation of science. They manage several departments and report to the Department Directors (DD).

Main tasks

1. Supporting scientific activities

- To coordinate scientific exchange programmes (Department days, thematic days, exchange activities between young researchers, seminar programme, etc.).
- Participate in the drafting and formatting of HCERES reports and other evaluations of the Department in collaboration with Institut Pasteur or other supervisory bodies.
- Contribute to the organisation of mentoring programmes, research outreach activities, advisory boards, etc.
- To support the DDs in setting up the scientific activities of the departments linked to the Institute's strategic plan, and to support the DDs in scientific monitoring.
- To enhance the visibility of the departments by highlighting their scientific achievements (creating content, via the websites dedicated to the departments, social networks, etc.)
- To boost the department's scientific activities by involving the various categories of staff (students, post-docs, technicians, engineers and permanent researchers)
- Proposing and implementing scientific initiatives between departments and with the rest of the campus.
- Interacting with the Communications Department and the Press Office to spread scientific results.
- Liaise with the DARRI to facilitate innovation.

2. Relations with support departments

- Working with the support departments to identify ways of improving the service provided to scientists and/or decisions that could be decentralised (e.g. CDA, MTA procedures, etc.) and ensuring that the procedures in question are put in place.
- Acting as a link with the Grant Office to facilitate the identification and submission of projects
- Supporting the Department Director in preparing the departmental budget, identifying the equipment needs of the various units, looking for ways of pooling equipment and proposing priorities to the Department Directors.
- Encourage the sharing of practices and pooling of resources between departments
- Stimulate interaction with the international network (identify contacts, etc.)
- Contribute to the smooth flow of information within the department and in interactions with support services and management.

Profile

Knowledge (theoretical and practical)

- Good scientific culture
- Research experience (doctoral thesis recommended)
- Experience of coordinating research
- Knowledge of the world of research and higher education in France and its stakeholders
- Knowledge of the different stages in the life of a research project: start-up, financial and scientific reporting, etc.
- Proficiency of oral and written communication techniques (French and English)
- Knowledge of institutional research funding systems, particularly at national and European level.

People skills :

- Team spirit
- Autonomy and ability to make proposals
- Sense of responsibility
- Good interpersonal skills
- Organisation and rigour
- Expertise in presentations (Powerpoint) and simple data bases (Excel)
- Willingness to learn about web design and website management

Your working conditions and environment :

- Very favourable leave policy (204-day package)
- « Soft mobility package » or 75% reimbursement of transport tickets
- Company canteen, restaurants, cafeterias
- Family health insurance (free for spouses/children) and health service for employees on campus
- Sports halls, 30 cultural/artistic/sports activities on campus
- Strong CSR commitments and employee initiatives encouraged
- Multicultural environment (over 75 nationalities on campus)

Type of contract

Permanent contract

Working hours

Full time

Candidate criteria

- Years of experience required : 6 to 10 years
- Desired level of education : 8 years' higher education
- Certification or accreditation required - Language skills : English (C1 - Fluency)

Job location

France, Paris 15th arrondissement - Metro Pasteur

Position to be filled on 01/02/2025