

**Research Project Manager position
at the National Centre for Meteorological Research (CNRM)
Météo-France, Toulouse, France**

Context

Météo-France is seeking a Project Manager to oversee the onset and management of a large scale project dealing with climate modeling, climate change impact studies in a strongly interdisciplinary context, and prototyping and developing of climate services. The position is open for one year, with possible extension on the order of 5 additional years. The position will be based in Toulouse at CNRM, the National Centre for Meteorological Research, a joint research unit of Météo-France and CNRS.

About the project

The CNRM (National Centre for Meteorological Research) is involved with a coordination role in a large scale project dealing with climate modeling, climate change impact studies in a strongly interdisciplinary context, and prototyping and developing of climate services. This project involves several partners and is currently in the final preparatory phase before launch. This requires the reinforcement of the project office to oversee the inception of the project and then manage the project over the coming years.

Work environment

The position will be based at CNRM Toulouse (<http://www.umn-cnrm.fr/?lang=en>).

In Toulouse, the recruited Project Manager will join the Research Partnerships & Projects (PPR) team which brings support to project management in the laboratory. He/she will be in direct contact with the project coordinator at CNRM.

Salary

Salary will be provided according to Météo France salary rates. Depending on the experience of the selected candidate, the gross monthly salary shall amount from 2552 € to 3280 €.

Tasks

The main task for this position is to manage the final preparation and launch of the project, and then manage the project across its various phases of development.

The recruited Project Manager, as a member of the PPR team, will assist the Project Coordinator at CNRM and relevant project partners, in various tasks such as:

- proactive and inclusive implementation of tasks enabling the project partners to collectively meet their objectives;
- administrative and financial execution and reporting;
- implementation of the project management tools;
- organization of project meetings and events;
- achievement of the project outreach strategy and dissemination plans;
- organize, structure and manage communication with a wide range of scientific experts, stakeholders and teachers
- communication tasks (set up of website, social media platforms and production of communication material).

Requirements and qualification

The candidates should hold a Master degree in project management or demonstrated experience in management and communication of scientific research projects, plus:

- proven experience in international environment collaboration;
- knowledge of management procedures and experience in financial reporting;
- skills in scientific communication and social media;
- knowledge of public / research administration;
- personal organisational skills;
- good communication / inter-personal skills;
- excellent written and spoken English skills;
- knowledge of French as working language;
- practice in project management softwares (such as Trello, MS Office pack or Abode Illustrator).

Application and timeline

Interested candidates should submit their application by email to the Research Partnerships & Projects (PPR) team (ppr@meteo.fr) and the Head of CNRM (samuel.morin@meteo.fr) no later than **August 31st, 2022**.

The application must include a cover letter in English, and a CV in English, and the subject of the email must include the statement "Project Manager Candidacy"

After examination of the candidacies, short-listed candidates will be interviewed in early September, making it possible to start in October or November. The position is to be filled as soon as possible, but a 2-month delay is required in the contract procedure once the successful candidate is selected.