

Job Description

European Project Manager

DEODE Project under EU Initiative “Destination Earth”

Higher Education & Research Department

Météo-France, Toulouse, France

1. Context

Destination Earth (DestinE) is an ambitious initiative of the European Union (EU) to create a digital twin – an interactive computer simulation – of our planet. DestinE will be used to better understand the effects of climate change and environmental disasters and to permit policymakers more effectively respond to these issues. The European Centre for Medium-range Forecasts (ECMWF), the European Space Agency (ESA) and the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT) are the three organisations entrusted by the EU to achieve this unprecedented endeavour for climate, weather and computing sciences.

A key milestone is the launch of the first two digital twins by December 2023. One of these will be the Digital Twin on Weather-Induced and Geophysical Extremes. Managed by ECMWF, this digital twin will provide capabilities and services for the assessment and prediction of environmental extremes.

Météo-France, coordinator and leading partner of a Consortium composed by 28 environmental institutes and national weather services, took part in the procurement procedure, launched by ECMWF for the provision of the On-demand Extremes Digital Twin, in March 2022. The proposed solution for making on-demand configurable digital twin engines for forecasting of environmental extremes at the sub-km scale has been called Destination Earth On-Demand Extremes (DEODE). As coordinator, Météo-France is the focal point between ECMWF and all project partners, regarding all administrative, technical and financial aspects of the project.

2. Environment

The position will be based in Toulouse at CNRM, the National Centre for Meteorological Research, a joint research unit of Météo-France and CNRS (<http://www.umr-cnrm.fr/?lang=en>), as part of the Higher Education and Research Department of Météo-France. The recruited European Project Manager will join the Research Partnerships & Projects (PPR) team in charge of supporting the scientists in managing their projects and contracts. He/she will be in direct contact with the DEODE Project Coordinator at Météo-France.

3. Mission

The Project Manager will steer the implementation of the DEODE project under the responsibility of the Project Coordinator. She or he will manage the consortium and facilitate the cooperation between the partners and the other stakeholders (ECMWF and EC services) in accordance with the terms of the Grant Agreement. These tasks require competencies in European project management, including organisational, administrative, financial and legal management.

4. Tasks

Steering the following actions within the context of DEODE project:

- Managing, monitoring and reporting on DEODE activities, including follow-up and implementation of contractual agreements between Météo-France and ECMWF, and between Météo-France and the other partners of the consortium (subcontractors)
- Ensuring compliance with the obligation described in the grant agreement

- Assisting the Coordinator with administrative and financial matters of the project, including verification of the eligibility of expenses and monitoring of the payments (breakdown and transfer of funds, update and monitoring of the budget, financial summary reports, etc.)
- Monitoring and updating the tools necessary for the management of the project (any relevant plans and monitoring tables, performance indicators, audit trail, etc.)
- Ensuring that any justification document is prepared and filled in by each partner, in anticipation of possible audits
- Preparing deliverables and reports related to the project activities
- Collaborating with and supporting the Work Packages Leaders with any specific project management related tasks
- Communicating with ECMWF services and providing an interface between ECMWF and the partners
- Promoting the communication, dissemination and exploitation of the projects' results

Technical support for the following actions:

- Coordinating all project meetings (steering committee, general assembly, technical meetings, etc.) and events including scheduling, attendance, preparing and distributing agenda and minutes
- Following up on internal communications: distribution of information between the partners about the project and event management; managing mailing lists; intranet, etc.
- Ensuring the highest standard of record keeping, maintaining accurate, complete, and up to date records
- Participating in the PPR collective work and contributing to tasks falling within the skills of the successful candidate

5. Competences

The candidate must have a Master's degree or equivalent in Engineering / European project management. He or she must have proven experience in programme or project management in the framework of EU-funded programmes or equivalent, plus:

- Excellent command in English and proficiency in French as working language
- Knowledge of EU policies and EU funding programmes
- Knowledge of public / research administration
- Initiative and decision-making capacity
- Ability to work within a cooperative team and independently
- Good communication and interpersonal skills
- Strong organisational and planning skills
- Computer literacy (Excel, Word, Powerpoint, etc.)

6. Terms of employment

This position is conditional upon the results of the tender process to be published in June/July 2022. Should the DEODE project be retained for funding, a full-time employment contract will be established with Météo-France under French law, to be started in fall 2022. Depending on professional background and experience, the gross monthly salary shall amount from 3280 € to 3890 €.

7. Submission of applications

Applications (CV and motivation letter in English) must be sent by email to elisabeth.gerard@meteo.fr by 10 July 2022 (deadline for submission). Please indicate in the subject line "DEODE EPM candidacy / [Your name]". Interviews with pre-selected candidates will take place indicatively during the second half of July.