

**The University of Limoges is recruiting a**

**Project Manager**

**of the EUPeace European Alliance Project**

*Contractual equivalent to catégorie A*

**2024-1491369**

**Presentation of the University of Limoges**

Founded in 1968, the University of Limoges is a local university on a human scale, training over 16,000 students and employing more than 1,800 permanent staff.

At the heart of Europe, it is a major multi-disciplinary centre of higher education, in an environment that is highly conducive to scientific development. Open to all, it is a hub of interaction, with a diverse student population, efficient reception facilities, close-knit teams and courses based on top-level research with clearly identified career prospects. Its scientific excellence, with cutting-edge laboratories and far-reaching partnerships, is helping to invent the world of tomorrow. The University of Limoges is very active in the field of international cooperation. It is very active in the field of international cooperation, with a rapidly expanding European Projects Engineering Platform.

The present recruitment is part of the EUPeace European project funded by Erasmus+, submitted in the framework of the Alliance of European Universities created around peace, justice and social inclusion. Coordinated by Germany's Philipps Universität in Marburg, it brings together 9 institutions from 7 European countries (Germany, France, Spain, Italy, the Czech Republic, Bosnia and Turkey). Aimed at the entire university community (students, teaching staff, researchers and administrative staff), the project will create learning frameworks enhancing Peace, Justice and Inclusive Societies to train a new generation of students promoting tolerance, diversity and pluralism. It will offer opportunities for the co-creation of knowledge and will strengthen the capacity of institutions to directly serve European societies.

**Job location**

Université de Limoges  
**Pôle International**  
Campus de VANTEAUX  
39 H rue Camille Guérin  
87036 LIMOGES

**Mission**

Reporting to the University's International Office, you will be in charge of managing the administrative and financial aspects of the EUPeace European Erasmus+ project, working closely with the political and operational teams. In particular, you will be responsible for:

- *Administrative and financial monitoring at microeconomic level, in liaison with the Coordinator in Limoges;*
- *Project logistics management;*
- *Seed funding coordination.*

**Your main activities :**

- ➔ **Ensure administrative and financial monitoring of the EUPeace project and its France 2030 EUPeace-LIM funding supplement.** In liaison with the Financial Affairs Department and the International Office's financial manager, you will be responsible for ensuring compliance with regulations in terms of committing travel requests, using public procurement contracts, archiving documents and reporting budgetary data.

On a day-to-day basis, you will be responsible for committing and justifying expenditure relating to missions, purchases and external services on dedicated EUPeace budgets. You will be required to feed financial monitoring tools with a view to reporting and possible audits.

- ➔ **Manage project logistics:** travel arrangements, organization of events (awareness-raising, communication, working groups, summer schools, etc.) and management of the shared calendar.
- ➔ **Coordinate seed funding for EUPeace and international projects.** On the one hand, you will be responsible for managing the implementation of awarded projects; you will be in charge of monitoring the budget for the various projects, expenditure requests and supervising administrative and financial reporting. You will also be involved in drafting the terms of reference for international calls for projects managed by the Project Engineering Platform. In this capacity, you will be required to co-write the supporting documents on an annual basis, raise the Community's awareness and lead the selection process.
- ➔ Participate in the activities of the Plateforme Ingénierie Projets networks: Cellule d'Appui aux Projets and the INTERFACES network.
- ➔ Contribute to the development of tools and the implementation of awareness-raising and training initiatives in European project engineering.

## Profile

### THE PROFILE WE ARE LOOKING FOR :

With over three years' experience, you have expertise in managing European projects. Ideally, you will have worked on Erasmus+ training projects and be familiar with the fields of higher education, research and innovation.

You have developed project engineering skills, particularly in terms of financial monitoring, and are familiar with accounting tools. You are fluent in French and English (spoken and written - level B2 CERL). You are able to work independently and as part of a team that you will actively help to build.

Type of contract	3-year project contract as part of the E+ EUPeace project
Desired start date	From May 2024
Profile / Salary	Profile required: <u>Intermediary</u> Salary according to the level of experience of the successful candidate
Application	CV + covering letter to be sent by e-mail <b>only up to and including April 7, 2024</b> to :  <b>Monsieur Michel SENIMON</b> <b>DGSA – DRH</b>  E-mail : <a href="mailto:drh-recrutement-biatss@unilim.fr">drh-recrutement-biatss@unilim.fr</a>
Work quota	100 %