

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using neutrons. The ILL operates the brightest neutron source in the world, and welcomes over 2000 visits of scientists per year to carry out world-class research in a wide variety of scientific fields. Funded primarily by its three founder members: France, Germany and the United Kingdom, the ILL has also signed scientific collaboration agreements with 12 other countries.

We currently have a vacancy :

Assistant Project Manager (F/M)

The ILL is member of the European Intergovernmental Research Organisation forum, EIROForum, which brings together eight of Europe's largest research organisations. The ILL is also member of LENS, the League of advanced European Neutron Sources a not-for-profit consortium working to promote cooperation between European-level neutron infrastructure providers. The ILL will chair EIROforum from July 2020 to June 2021 and LENS until September 2021 and is looking for an Assistant project manager to reinforce its management team during the presidencies. On behalf of the partnership, EIROforum and LENS entertain close links with the European Commission, the executive body of the European Union (EU). Underpinned by a Statement of Intent, the EIROforum cooperation is practical in nature, focussing on exchange of information and joint actions in areas such as mobility and human resources, public awareness of science and technology transfer. The LENS consortium places emphasis on the relationship between neutron user communities and funding organisations, continuous improvement of neutron source facilities, optimising resources between and aligning policies among partners – all to ensure excellence to the communities they serve.

Duties:

You will coordinate the projects for the ILL and provide administrative support for the management team with the following duties and responsibilities:

- Taking on detailed project work (mostly related to EU policy) to help the management team to prepare meetings, reports and presentations
- Planning and organising meetings and events (at the ILL and off site in contact with outside organisations)
- Detailed minute-taking during conference calls and Face-to-Face meetings, drafting and formatting of documents in English
- Occasionally travelling with the management team to provide general assistance and minute-taking during meetings

Qualifications and experience:

- University diploma in political studies / European Governance or similar,
- Minimum 2 years of experience in a similar position, beginners or reconversion welcome.
- Excellent level of spoken and written English.
- Capacity to take initiative and work autonomously being part of a team.
- Sound organisational and communication skills.
- Proficiency in MS Office applications and experience with the conventions for presentation and layout as well as the operation of video conference software.
- You are able to prepare and produce documents quickly and have impeccable spelling.
- You have a meticulous approach to your work and are able to show tact and diplomacy.
- The main strengths you will bring to this position are responsiveness, flexibility and a problem-solving attitude.

Language skills:

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have a very good knowledge of English (preferential native speaker) and be willing to learn French (a language course will be paid for by the ILL). Knowledge of German would be an advantage.

Notes:

This post is a fixed-term position (18 months).

Benefits:

Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our [employment conditions](#)).

How to apply:

Please submit your application on line, no later than **15.03.2020**, via our website:

www.ill.eu/careers (Vacancy reference: **20/09**).