

Vacancy

IT project manager: Administration Division

Yours Tasks

Reporting directly to the Head of the Administration Division, you will work in close collaboration with the three Heads of Service, providing assistance, coordinating and supervising the IT projects assigned to you. In particular, you will be responsible for the following:

- Needs identification: Collate and deal with new user requirements, translate requirements into viable IT projects ensuring smooth collaboration between users and the technical teams:
 - o Project management: define the objectives, scope and deliverables for the projects in collaboration with stakeholders, integrating both human resources and document management
 - o Prepare detailed project schedules, including calendars, resources and budgets
 - o Ensure the development, testing and roll-out of tools, whilst keeping within the set deadlines and budgets
 - o Identify and manage the risks associated with projects and propose solutions to mitigate these risks.
- Communicate inside and outside the services for these projects
- Draft and maintain project documentation, technical specifications, user manuals and status reports
- Coordinate test and validation procedures to ensure the quality of project deliverables. Organise training sessions for final users and provide continuing technical support after the tools have been rolled out
- Monitor developments technology and work with the users to suggest improvements to optimise the tools.

Qualifications / Experience:

- You have a Level 7 qualification (Master's degree or equivalent) and a keen interest or qualification in IT, together with experience and/or training in project management.
- You have initial experience in an administrative setting (finance, purchasing, human resources).
- You are proficient in the use of project management tools (MS Project, Trello, etc.) and you have an excellent understanding of technical concepts and systems architecture.
- You have a service-minded, analytical mindset and can work independently.
- You are able to come up with solutions and enjoy working in a team.
- You have the ability to summarise key issues, as well as solid problem-solving and decision-making skills. You are used to working under pressure. You have a good level of written and spoken English and French.

We offer:

- ✓ **Quality of life** A hub for research and technology, the city of Grenoble is ideally located in the heart of the French Alps (just 3 hours from Paris/Provence by train, 1 hour from Lyon international airport and 1 ½ hours from Geneva). It is important for us that our staff achieve a healthy work-life balance. We therefore offer home working (under certain conditions), generous annual paid leave entitlement and a host of other benefits that you will discover when you arrive!
- ✓ **Prospects** We guarantee you a **indefinite-term contract** a multicultural scientific environment.
- ✓ **Benefits** - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff canteen, as well as for holidays and a variety of cultural and sports activities.

How to apply:

Please submit your application on line no later **18/08/2024**, via our website :

www.ill.eu/careers

(vacancy reference : 24/28).

https://www.ill-recruits.eu/index_extern.php?sid=1715&intern=0

Con copia de la candidatura a: eures.franciasuizabenelux@sepe.es

Indicando la referencia ILL 24/128

Ayudas a la movilidad EURES

