

## Job offer / Stellenangebot / Offre d'emploi

### EU Project Manager for MSCA Doctoral Network

The Université de Lorraine (UL) (Nancy, France) is seeking a highly motivated and qualified individual for working as an EU Project Manager (f/m/d) with a group of motivated Doctoral Candidates and their supervisors within the four-year Marie Skłodowska-Curie Actions (MSCA) Doctoral Network MultiLawa (<https://www.multilawa.eu>). The position (full-time) is available from **1 September 2026** at the ATILF research unit (CNRS & UL – Analyse et Traitement Informatique de la Langue Française).

The Project Manager will work closely with the Scientific Coordinator to ensure the implementation of the doctoral training project under the Horizon Europe programme, in accordance with the Grant and Consortium agreements. The successful candidate's duties will primarily involve organisational, administrative, financial, editorial and media-related tasks.

#### BACKGROUND



The MultiLawa network is funded by the European Commission under the Marie Skłodowska-Curie Actions. The MultiLawa training programme aims to train experts in the field of plurilingualism and multilingualism who possess strong plurilingual skills and an in-depth linguistic and cultural understanding of digital tools and Artificial Intelligence concepts across various rapidly growing professional sectors (e.g., the AI and new technologies sector, digital media and publishing, international organisations, education and curriculum development, language service companies and *start-ups*, the research sector, etc.). The research programme aims to promote plurilingualism and multilingualism in European societies in the digital age in order to foster a more inclusive world. To this end, the research project, which comprises fourteen PhD topics, explores the concept of *Language Awareness* in depth, *i.e.* explicit knowledge about language, language use, language functioning and linguistic diversity: MultiLawa studies the interconnections between *Language Awareness*, plurilingualism/multilingualism and digital tools, conducting innovative and interdisciplinary research on linguistic discourse and practices, on language policy at European, national and regional levels, on lexicographical and terminological resources, and *last but not least* on language learning and teaching.

MultiLawa brings together twenty-six partners across eleven European countries. The academic researchers, who supervise joint doctoral theses, are experts in the fields of English, German, Romance and Slavic linguistics (applied and digital) and in sub-disciplines such as NLP and corpus linguistics, gender linguistics, interactional linguistics, sociolinguistics, lexicography, terminology, specialised discourse, and language teaching.

#### ACTIVITIES/RESPONSIBILITIES

**Task 1: Ensure the organisational management of the project / To do so, the successful candidate will have to**

- assist the coordinator in overseeing the implementation of the project;
- ensure that the project action plan is implemented in line with the objectives of the project and the dedicated human and financial resources;
- ensure the production of deliverables and their submission in accordance with contractual deadlines;
- facilitate collaborative work within the consortium: circulation of information with and between partners, provision of the tools necessary to monitor the progress of the project, etc.;
- help organise meetings scheduled as part of the project (internal meetings, consortium meetings (*Supervisory Board*, General Assembly, and various working groups and committees)): logistics, documents, etc.;
- help organise project-related events (training schools, workshops, poster sessions, etc.).



## Job offer / Stellenangebot / Offre d'emploi

### **Task 2: Manage the administrative and financial aspects of the project / To do so, the successful candidate will have to**

- put in place the tools necessary for the effective monitoring of the project.

#### Administrative management:

- assist the Beneficiaries and the Associated Partners with the administrative aspects of the project, and monitor compliance with the administrative rules and procedures specific to HORIZON EUROPE and the Marie Skłodowska-Curie Actions;
- ensure compliance with the obligations set out in the Grant and Consortium agreements;
- ensure the smooth administrative running of 'secondments' in collaboration with the Associated Partners;
- act as a point of contact for administrative queries relating to MSCA for PhD students and supervisors.

#### Financial management:

- managing financial matters (business trips, etc.) using the university's internal financial tools;
- for the UL, centralise all supporting documents that may be requested in the event of an audit;
- monitor financial matters;
- coordinate the preparation, consolidation and submission of financial reports in close collaboration with the UL's finance department, in accordance with the deadlines specified by the European Commission;
- where necessary, follow up on any audit.

### **Task 3: Carrying out administrative tasks / In this regard, the successful candidate will have to**

- prepare the financial progress reports and minutes of consortium meetings, with the project's scientific coordinator at UL;
- carry out ongoing *reporting* for the UL, oversee that of the other beneficiary partners, and assist in drafting reports;
- (in conjunction with Task 4): draft and distribute the network's biannual newsletter for internal and external audiences (in English and German).

### **Task 4: Implement the project's dissemination and communication activities / To do so, the successful candidate will have to**

- manage and monitor the project website <https://www.multilawa.eu>;
- contribute to the implementation of the communication strategy and participate in its practical organisation, in line with the project's objectives and in accordance with the European Commission's rules on publicity and communication;
- implement internal and external communication tools (dissemination of information, press relations, etc. in conjunction with the Communications Department of the UL and the ATILF research unit).

#### Related activities:

- archiving project results and reports on the university's institutional document storage platform, B'UL (= MultiLAWa cloud);
- maintaining a presence on social media.

#### **REQUIRED PROFILE / JOB-RELATED SKILLS**

- Higher degree : Master's level (minimum) to PhD level;
- Knowledge of:
  - o the main tools and methods of project management;
  - o the operating procedures, administrative and financial rules of public institutions;
  - o if possible, the European Commission's management rules under the HORIZON EUROPE programme and the Marie Skłodowska-Curie Actions; where applicable, be willing to undergo training upon taking up the post.
- Possess strong writing and communication skills; be comfortable speaking in public.
- Good command of office software, digital communication tools and work organisation tools.

## Job offer / Stellenangebot / Offre d'emploi

- Required languages:
  - Written and spoken English: C1 level.
  - Written and spoken German: level B1+/B2 (where applicable, German language courses are available at the Yves Châlon Language Centre (CLYC) on campus).
  - Proficiency in French at B2 level is required for integration into the ATILF research unit and for professional life on site.
- Knowledge related to the project's scientific topic, to Open Science and intellectual property, as well as computer graphics skills, will be an advantage.
- The following will also be considered an asset:
  - having received training in European project management as part of a Master's degree programme,
  - previous experience of participating as a *project manager* in an MSCA project.

### WORKING ENVIRONMENT

The post is based at the research unit *Analysis and Computer Processing of the French Language* (ATILF, CNRS & UL) in Nancy (France), 44 avenue de la Libération.

Home working : one day per week.

Full-time job : 37,30 hours per week.

Travel throughout Europe is expected.

Fixed-term contract: two years, renewable once (two years).

Gross monthly salary: between €3,262 and €3,659, depending on the candidate's experience.

Contract starting date: 1 September 2026.

### APPLICATION

- CV
- Cover letter
- Master's degree certificate and Master's transcripts ; if applicable : PhD degree

To be sent as a single PDF file, by **28 June 2026, 23:59 CEST**:

helene.vinckel-roisin@univ-lorraine.fr

Auditions for shortlisted candidates, following review of the written application, will take place at ATILF in Nancy on **Friday 10 July 2026**, unless exceptional circumstances require an online audition.

Please do not hesitate to contact us if you have any questions: Prof. Hélène Vinckel-Roisin

Apply now!