

## VACANCY ANNOUNCEMENT

### Project Manager (full-time),

### **HABITABLE project (Linking Climate Change, Habitability and Social Tipping Points: Scenarios for Climate Migration)**

#### **About the Hugo Observatory**

The Hugo Observatory is a research centre devoted to the study of the interactions between environmental changes, human migration, and politics. The Observatory is hosted at the SPHERES Research Unit of the Faculty of Sciences. It is a young and dynamic structure, involved in different international research projects and policy processes. It conducts both theoretical and empirical field research and puts a high value on collective and collaborative work.

#### **About the HABITABLE project**

The Hugo Observatory coordinates HABITABLE, the largest research project on climate change and migration to have ever been funded by the EC's Horizon 2020 programme. HABITABLE – Linking Climate Change, Habitability and Social Tipping Points: Scenarios for Climate Migration – aims at significantly advance our understanding of the **current interlinkages between climate impacts and migration** and displacement patterns, and to **better anticipate their future evolution**. It associates **twenty-one academic and civil society partners**, coming from 18 countries across three continents. The project runs from September 2020 until August 2024, with a total budget of EUR 6.8 million.

As project coordinator, The **Hugo Observatory is tasked with the general management and coordination of communication activities** of the project.

#### **About the Position**

The Hugo Observatory is seeking an outstanding candidate for the position of Project Manager to undertake the management and administrative coordination of the HABITABLE project.

The successful candidate will be responsible for:

- Handling the day-to-day management of the project (including administrative and financial follow-ups, report writing, liaison with partners);
- Liaising with project partners and external partners, as well as facilitating the interactions between researchers from the project;
- Liaising with the European Commission to ensure the successful implementation of the project;
- Ensuring project deliverables are submitted on time: following-up with partners and reviewers;
- Tracking project developments/deliverables and ensuring effective collaboration with consortium members;
- Enhancing the impact, visibility and outreach of the project through the development and implementation of a project-wide communication strategy;
- Writing annual project and financial reports;
- Contributing to the production of publications (e.g. scientific and grey literature) in the framework of the HABITABLE project;
- Planning and organising academic events (annual meetings, workshops, conferences) pertaining to the project;

- Managing social media channels (Facebook and Twitter) and the project website (WordPress);
- Supporting the overall development of the Hugo Observatory's activities and networks (contributing to the drafting of research proposals and publications, consolidating new and existing partnerships, representing the Observatory at events, etc.);
- Supervising and mentoring interns.

## Requirements

The successful candidate must:

- Demonstrate previous experience and expertise in project management;
- Demonstrate experience and expertise in communication and dissemination activities;
- Demonstrate knowledge about EU funding programmes and requirements, in particular H2020;
- Have previous experience using the EC's Grant Management Services portal;
- Have previous experience in event management;
- Have excellent written and verbal communication skills, with impeccable spelling and grammar;
- Be able to work independently and as part of a team, in a highly interdisciplinary environment, under limited supervision;
- Be familiar with WordPress, MailChimp, and social media management (e.g. Twitter, Facebook);
- Be enthusiastic about the development of a new research project and committed to its advancement;
- Have working knowledge of French.
- Previous experience working in academia and an interest in migration issues and/or environmental issues are assets.

## Location and type of contract

The position is a one-year contract, full-time, renewable until the end of the project. The position is based at the University of Liège, in the southeast of Belgium. The position should be filled in April 2022. The salary shall be commensurate with experience.

The University of Liège is an equal-opportunity employer; foreign candidates and minorities are strongly encouraged to apply.

## How to apply

Interested candidates should send a CV and cover letter (in English) **by March 4<sup>th</sup>, 2022**. They should also indicate the names of two referees who can be contacted upon request. Interviews will be conducted during the second week of March 2022.

Applications should be sent by email to François Gemenne, Director of the Hugo Observatory: [F.Gemenne@uliege.be](mailto:F.Gemenne@uliege.be) and copied to [t.castillo@uliege.be](mailto:t.castillo@uliege.be).