

JOB DESCRIPTION : HUMAN RESOURCES AND ADMINISTRATIVE MANAGER

Corps : IGE J2D49 BAP (cf. Referens) : Chargé-e de la gestion des ressources humaines

● **Scope** : Institut Convergence CENTURI, Aix-Marseille Université

● 15-month renewable project contract, position to be filled on 1 October 2024

Job responsibilities

The administrative management of contracts and travel will be the core activity of the person recruited.

HR Management :

The post holder will be responsible for coordinating and carrying out the administrative management of CENTURI's human resources in a versatile and autonomous manner. Duties include, but are not limited to :

- Working with the Finance Manager to ensure that the contract request matches the available budget, within the scope of the CENTURI Institute.
- Overseeing the payroll and alerting the HR Department and the Finance Department to any anomalies and/or inconsistencies in the Eotp/FEBs and salaries.
- Ensure and monitor requests and the preparation of contracts and amendments (PhD students, post-docs, engineers, researchers) with the University's human resources departments, using the dedicated tools (various administrative documents, job description, etc.). Interacting closely with AMU departments (A*Midex, DRV, DRH, DRI, DEVE, etc.), research institutes (teams, HR department) and external institutions (CROUS, schools, etc.) and all members of the CENTURI team to ensure that staff are recruited and settled in under the best possible conditions.
- Welcoming the person recruited, assisting them with the installation procedures (registration with the Institute, access, e-mail profile, holiday entitlement, training, reimbursement, etc.) and guiding foreign students with their installation procedures (banking, accommodation, visa, social security affiliation, mutual insurance, tax, etc.).
- Manage the signing and monitoring of employment contracts: rigorous monitoring of contract expiry dates to anticipate renewal requests to the HR department (at least two months before expiry), monitoring of visa renewals for foreign students, putting the various contacts in touch with each other.
- Advising and informing foreign students, doctoral students and post-doctoral students about official procedures (Prefecture, certificates, transmission of pay slips, sick leave, maternity leave, etc.).
- Ensure the administrative management of internships (receive internship applications, draw up internship agreements and amendments, monitor signatures, coordinate the welcome session with the institutes' HR departments, support the Administrative and Financial Manager in the payment of bonuses).
- Supporting and advising AMU staff throughout their contracts (forwarding HR documents on request (payslip, end-of-contract certificate, request for multiple employment, access to training, etc.), updating their HR file (home address, managing residence permit renewals, etc.) and putting them in touch with the various contacts.
- Provide HRM expertise to team managers (recruitment offer, integration, trial period, resignation, etc.).
- Ensure compliance with AMU human resources procedures

- Provide support to the Centre Director on all human resources issues
- Implementing tools to improve administrative processes (guides, tables, etc.)
- Managing the recruitment of engineers in conjunction with the Director of the MEP Research Support Unit: helping to circulate advertisements, circulating applications to recruitment committees, organising interviews and providing feedback to candidates
- Interacting with applicants to create their installation file (setting up the administrative file) and preparing this file in conjunction with the University's Human Resources Department

Travel management:

The person recruited will work jointly with the project's administrative and financial manager on the settlement and control of travel by research teams and external personalities (lecturers, external and internal researchers, etc.).

- 50% shared with the financial manager of the management of trips linked to events, seminars and the scientific life of CENTURI team leaders via the NOTILIUS tool (creation of mission orders, organisation of trips, creation of profiles in the AMU database, and reimbursement of mission expenses).

The position will report to Thomas Lecuit, Director of the Turing Centre for Living Systems, and will work closely with the other members of the governance team (4 people).

● **Skills :**

- BAC+3/4/5 in Human Resources, Administrative Management or similar
- Solid, established skills in human resources management
- Ability to follow up and handle a file with a variety of contacts
- Very good level of English required (C1)
- Ideally, initial experience of financial management would be a plus
- Thoroughness
- Good interpersonal skills
- Computer skills and Office suite

Knowledge of administrative management in the University's departments would be an important asset.

● **Other :**

The salary will be set according to experience and the University's salary scales.

Position based at IBDM on the Luminy Marseille 9th Campus /Full-time / 15-month fixed-term project contract. Teleworking 1 day/week after validation of the trial period.