

Editorial Manager/Editor-in-Chief

[Orphanet](#) is a database of information on rare diseases and orphan drugs for all audiences. Its aim is to contribute to the improvement of the diagnosis, care and treatment of patients with rare diseases.

Job description:

Organising the editorial process and managing the publication operational activities with the scientific manager.

Managing the editorial team (7 people), in charge of the Orphanet Encyclopedia production

Organising the sourcing of content for Orphanet.

Managing the editorial process of the articles published in the *Orphanet Journal of Rare Diseases*.

The team:

The position is located in Paris, France working within an Inserm unit of 31 employees, including an editorial team. The work requires close interaction with the other members of the Orphanet database team as well as with the international scientific committee.

Qualifications, Skills and Experience:

Only a medical doctor with editorial medical experience and good knowledge of information technology should apply.

Good knowledge of Microsoft Office and Web based search engines is required.

Fluent written and spoken English and French are essential.

Contract:

Fixed term contract

Salary:

According to the civil service pay scale which takes into account previous employment and qualifications.

Hours:

38.30 hours per week with 47 days paid holiday per year. Flexible working hours.

Qualification:

Medical degree

Orphanet
INSERM SC 11
Hôpital Broussais
96 Rue Didot 75014 PARIS, France
Telephone: +33-1-56-53-81-37

[For further information](#)