

Project and data manager for phenotypic data

Description

Missions

Solve-RD - Solving the unsolved Rare Diseases – is a European project with the objective of improving diagnosis of rare disease patients using a combined methodology based on genetic and phenotypic approaches. US14-Orphanet is in charge of coordinating Work Package 1, dedicated to the phenotypic approaches.

In the framework of this project, US14-Orphanet is recruiting a project and data manager who will contribute to the design and implementation of an ontological modelisation project on rare diseases cases (Rare Diseases Cases Ontology – RDCO).

He/She manages the data analysis from the Rare Diseases Cases Ontology, contributes to the scientific assessment of the methodology and data. He/she ensures the follow up of the project with the Solve-RD and Orphanet partners. He/she assists with writing methodological documentation and reports.

Main activities

- Elaborate and implement the study plan of similarity results between clinical cases from the Rare Diseases Cases Ontology;
- Analyse results from the Rare Diseases Cases Ontology;
- Propose methodologies to improve quality of data;
- Define methodologies and media to implement results for data analysis by clinicians;
- Coordinate interactions between the group working on producing the similarities and clinicians contributing to the project;
- Disseminate results by producing reports and oral communications.

Related activities

- Lead meetings with medical experts;
- Organise and lead internal meetings;
- Produce decision-support documentation ;
- Coordinate information flow within the project team;
- Elaborate and update procedural documentation on project activities;
- Contribute to meetings related to the project.

Knowledge

- Data analysis and processing;
- Good scientific and/or medical knowledge;
- Genetic and/or medical ontology knowledge will be an added value.

Skills

- Ensure quality and accuracy of analysis tools and results;
- Evaluate several proposals within a given framework and make informed decisions;
- Manage a project with an international landscape;
- Project management: identify main steps, follow-up on the main tasks, identify risks and suggest solutions, inform decision makers;
- Ability to lead and facilitate a meeting/working group;
- Advanced R knowledge, VBA language knowledge;
- Advanced Office suite use (notably Excel);
- Ability to respect constraints and deadlines.

Interpersonal skills

- Good organisation skills;
- Meticulous and systematic approach to work;
- Deductive skills;
- Ability to make decisions;

- Ability to report on progression and outcomes;
- Curious disposition;
- Autonomy and independence;
- Team work.

Job constraints Close interaction with other team members and international experts

Wanted experience Similar experience in an international project in the medical field

Wanted degree PhD in biology, biotechnology or bioinformatics

Structure d'accueil

Unité de Service 14 - ORPHANET

Director Ana RATH

US14-Orphanet provides information on rare diseases and orphan drugs in Europe, dedicated to health professionals and the general public. Including around 40 persons, Orphanet is organised as a network of 35 countries, most of them in the European Union. Orphanet produces an ontology of rare diseases, a scientific database, an encyclopaedia and a directory of expert resources related to rare diseases in these 35 countries.

96 rue DIDOT PARIS 14^{ème}, France

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Type CDD

Lenght 6 months (Maternity leave replacement)

Salary Gross salary between 2 476 et 3 286,92 Euros according to experience

Position available from July 2019

To apply

Send your CV and cover letter with the reference US14-2019-SOLVE-RD to Annie Olry :

- E-mail : jobs.orphanet@inserm.fr
- Tél : +33 (0)1 56 53 81 51