

## JOB SPECIFICATION FOR CALL FOR APPLICATIONS

**Date of update:** March 27, 2020

**Job title:** Director of the Networks and Services Department

**Localisation:** Palaiseau (with regular trips to Evry) - FRANCE

**Entity / Service:** Télécom SudParis / Networks and Services Department (RST)

**Position of supervisor:** Telecom SudParis Director

**Category and job occupation in IMT:** I-A

The function of Department Director is a mission for a renewable period of 4 years.

Permanent contract

### ABOUT TELECOM SUDPARIS

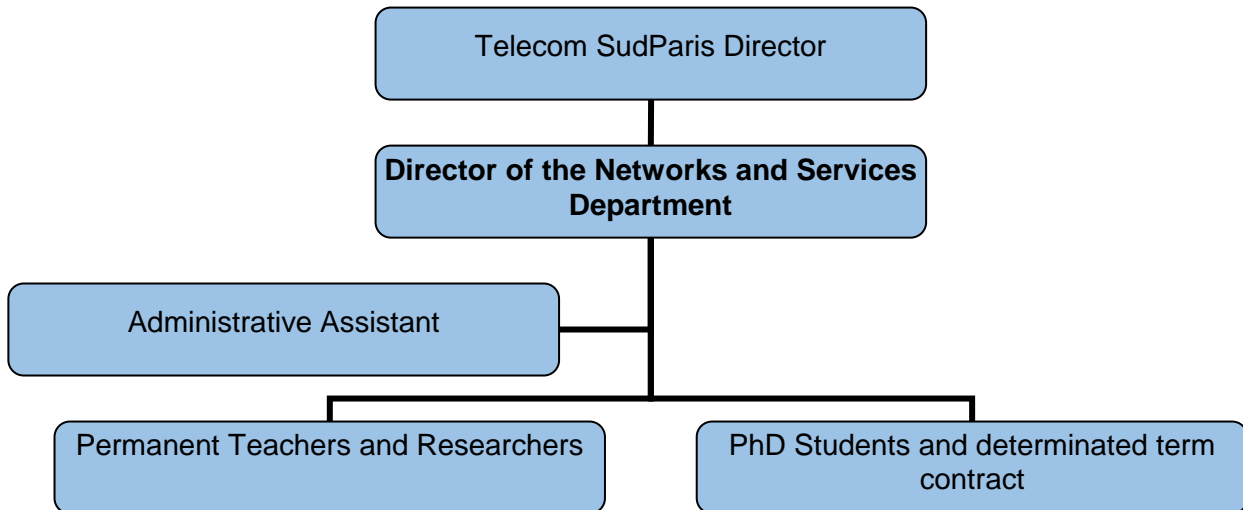
Telecom SudParis is a public graduate school for engineering, focusing on digital technologies, which has been recognized on the highest level in the domain of digital technology. The quality of its curriculum relies on the scientific excellence of its faculty and on teaching techniques that emphasize project management, innovation and intercultural understanding. Telecom SudParis is part of Institut Mines-Telecom, the largest group of engineering schools in France, under the aegis of the Minister for Industry. Telecom SudParis with Ecole Polytechnique, ENSTA Paris, ENSAE Paris and Telecom Paris are co-founders of the Institut Polytechnique de Paris, an institute of Science and Technology with an international vocation.

Its assets include: a personalized course, varied opportunities, the third most active incubator in France, an ICT research center, an international campus shared with Institut Mines-Telecom Business School and over 60 student societies and clubs.

### THE POSITION IN THE ORGANIZATIONAL STRUCTURE:

The Telecommunications Networks and Services (RST) department is one of the 6 teaching and research departments of Telecom SudParis (TSP).

The director of the department is a member of the management committee of the school and participates in the governance of the school within its different bodies. He / She is a member of the IDIA disciplinary community (IT, Data, AI) steering committee of the Institut Polytechnique de Paris (IP Paris).



## MISSIONS :

*In association with the school management and the disciplinary communities of IP Paris relevant for the department, he/she*

- Contributes to the deployment of the scientific policies of Institut Mines-Télécom and Institut Polytechnique de Paris, and contributes to the definition of the strategy of the school
- Defines the scientific priorities of its department, while maintaining a good balance between research and teaching activities
- Defines, in association with the members of the department and taking into account the priorities of the SAMOVAR laboratory, the desired hiring positions for the department, and elaborates the associated job profiles

*In association with the research and post-graduate studies management team and the innovation and enterprise relations team, he/she*

- Supports the research programmes of the department through funding applications and project management
- Monitors publications, communications and transfer of the research results of the department
- Contributes to the research activities of the department by leading its own research agenda
- Represents the school in the governance structures for research and technology transfer

*In association with the training program management team and the teaching domains managers, he/she*

- Contributes through the appropriate instances to the definition and evolution of the training programmes
- Supports availability of human and technical resources required for the optimal deployment of the teaching curricula
- Contributes to the audits of the teaching programmes where the department is contributing
- Contributes to the teaching activities of the school

*In association with the human resources department team and in application of the personnel management rules of Institut Mines-Télécom, he/she*

- Organizes the department meetings
- Manages the permanent and contractual staff of the department (arrivals, departures, leaves, business trips, vacations, ...)
- Realizes the required annual employee reviews for the department staff
- Manages career paths for the department staff, in association with the dean, and proposes the yearly individual bonuses and raises
- Manages hiring for permanent department staff (job description, publicity, pre-selection of candidates for the hiring committee)
- Ensures proper arrival and integration of new staff (permanent and contractual)

*In association with the school general secretary and the relevant technical services, he/she*

- Creates the initial budget for the department and follows up on execution
- Contributes to the office space allocation and development in relation with the department projects and school strategy
- Ensures good material working conditions (equipment, offices)
- Provides the department performance indicators
- Contributes to the good reputation of the school, Institut Mines Télécom and Institut Polytechnique de Paris

## **TRAINING AND SKILLS:**

### **Level of training and / or experience required:**

- PhD and habilitation thesis, or equivalent for international candidates
- Over 10 years of Professional experience

### **Essential skills, knowledge and experience:**

- Good knowledge of the higher education environment sector
- Verified experience in higher education and academic or industrial research, demonstrated both by a significant publication track record and by the participation and management of collaborative projects
- Ability to conduct research and teaching activities in one of the fields of expertise of the department
- Demonstrated managerial skills, either in industry or academia

### **Required abilities and skills:**

- National and international recognition by the research community
- Excellent relational skills
- Fluency in French and English
- Interest in helping others
- Strong organizational skills

## **TO APPLY:**

Please send :

- a motivation letter
- a resume
- a work notice about our past and future activities in teaching and research (the 2 types of activity must be described with the same care for rigor and precision)
- a list of the main publications
- the names and mails of two qualified personalities

- recrutements@imtbs-tsp.eu

Or

- Télécom SudParis - HRD - 9 rue Charles Fourier - 91000 EVRY - FRANCE

Web Site: <https://www.telecom-sudparis.eu/>

Information of the candidate on the processing of personal data: <https://bit.ly/2QeOZhl>