WORKING ENVIRONMENT AND CONTEXT

HOSTING STRUCTURE

"Dare to know" *(Ose savoir)* ***is the motto of Université PSL.***

Located in the heart of Paris, Université PSL combines excellence and diversity to foster dialogue across all areas of knowledge and innovation in science, economics and social sciences, humanities, engineering, and the arts. With 17,000 students and 4,500 faculty members, Paris Sciences & Lettres is considered one of the world's leading universities: it prioritizes the capacity for action over mere size. A breeding ground for 27 Nobel Prizes, 10 Fields Medals, 3 Abel Prizes, 44 César Awards, and 75 Molière Awards, PSL is home to exceptional talent.

Its academic community leverages the potential of its 181 laboratories to develop major, innovative, and radically interdisciplinary projects that underpin its educational programs.

Université PSL is based on an integrated university model, supported by the PSL Foundation for Scientific Cooperation. In areas outside its remit, it follows the principle of subsidiarity by determining the best level of action with its members.

Université PSL's mission is to create a research-intensive institution that quickly ranks among the world's best by :

- **Fostering research through synergies among its component schools**
- **Transforming France's strengths in education and training into innovation: selectivity, rigor, and open excellence**
- **Creating and promoting a research-based training model for our country's top talent**
- **Strengthening synergies between academic activities and socioeconomic needs to make PSL a driver of growth and social innovation.**

For more information: www.psl.eu

Working closely with the President, and under their authority, the Chief Operating Officer (COO) oversees the management, organization, and operation of the administrative, financial, and technical services of the institution. They contribute to the development of the establishment's policies and ensure their operational implementation. In this role, the COO is a member of the Executive Board (Comex).

The COO is responsible for the resources of Université PSL. They are responsible for ensuring the financial sustainability of the institution and the coherence of the management tools implemented, while overseeing the risk management policy, in order to drive the modernization of services with a continuous improvement approach, aiming to enhance service delivery across all sites.
The COO participates in the institutional life of the school. On the one hand, they oversee the proper functioning of the governing bodies and the strict application of decisions taken by the President and the Board of Directors. On the other hand, they manage relations with public and private entities that the school collaborates with on administrative, technical, and financial matters related to its academic and scientific missions.

The COO also promotes effective coordination between the PSL component schools, ensuring continuous dialogue with the COOs of other PSL schools and research organizations. They contribute to implementing the decisions of the Directorate and steers the budgeting dialogue process alongside the component schools.

The COO is involved in implementing the President's strategic program for the period 2025-2035.

MISSIONS

MAIN TASKS

Main tasks :

- **Manage and oversee the university's administration**
- **Contribute to the school’s policy and implementation strategy**
- **Monitor the school’s performance and optimize its resources**

To this end, they will be specifically responsible for the following tasks:

- **Supporting the President and governance bodies: preparing and following up on decisions from the Executive Board, Directorate and Board of Directors.**
- **Ensuring the efficient operation of support services: guaranteeing the effective management of human resources, finances and real estate assets in line with PSL’s objectives.**
- **Representing the university with institutional partners: maintaining relationships with the Ministry for Higher Education and Research, research organizations, and academic and industrial partners.**
- **Ensuring constructive social dialogue: leading consultation bodies with staff representatives and overseeing improvements to working conditions.**
- **Providing daily advice, expertise and service to the operational entities by designing, simplifying, and managing functional processes.**

Participate in the implementation of PSL’s joint projects :

- **Developing effective coordination between PSL's component schools to strengthen cohesion and synergy**
- **Participating in coordination bodies with PSL’s component schools and leading the COO Committee**
- **Managing the budgeting dialogue process with the component schools**
- **Ensuring the convergence of IT tools and HR systems in line with PSL’s policies**
- **Ensuring the development and proper functioning of shared services.**
- **Participating in the management of PSL’s international relations.**

The COO has functional authority over Université PSL’s shared services provided by the component schools.

The COO will lead the project to progressively restructure the relationships between the University and the PSL Foundation for Scientific Cooperation.

APPLICANT PROFILE

DIPLÔME ET EXPÉRIENCE PROFESSIONNELLE

Minimum required education level: Master's degree or a diploma from a prestigious school

Required field(s) of study: Organizational management, finance, administration, law, human resources

Minimum required experience level: Substantial and successful experience, preferably in the field of higher education and research, in managing complex organizations.

Knowledge:

- **Knowledge of the national, European, and international higher education and research environment, as well as the future challenges associated with it.**
- **In-depth knowledge of the organization of higher education and research and the sociology of university organizations.**
- **Knowledge of budgeting, financial management, legal aspects, and human resources management.**
- **Knowledge of change management techniques, complex project management, negotiation, and conflict resolution.**
- **Knowledge of internal and external communication techniques.**
- **Knowledge of digital information systems and the heritage field.**

With a strong ability to perform strategic analysis and implement operational projects, the COO demonstrates initiative and persuasion to serve the university's objectives.

A proven aptitude for supervising, leading, and managing a team of employees is required, as well as a genuine ability to make teams work transversally. Excellent listening skills, a sense of dialogue and diplomacy are necessary.

The COO is expected to respect the obligations of loyalty and discretion towards the institution and its representative.

Required foreign languages and levels:

- **English: Advanced/Proficiency level (equivalent to CEFR C1/C2)**

NON DISCRIMINATION, OUVERTURE ET TRANSPARENCE

L'Université PSL s’engage à soutenir et promouvoir l’égalité, la diversité et l’inclusion au sein de ses communautés. Nous encourageons les candidatures issues de profils variés, que nous veillerons à sélectionner via un processus de recrutement ouvert et transparent.

APPLICATION PROCESS

Applications, including a curriculum vitae, a cover letter, and a copy of the most recent promotion decree in the candidate's original civil service body or in a functional position (if applicable), **must be submitted no later than Friday, June 6, 2025**, for the attention of Prof. El Mouhoub Mouhoud, President of PSL.

A duplicate of the application should be sent by email to:

- **The Bureau of State Administrators and Functional Positions (DE 1-2) : de1-2candidature@education.gouv.fr**
- **The MPES: mpes.mobilite@education.gouv.fr**

CONTACT

job-ref-nojbhv3nhg@emploi.beetween.com

OTHER INFORMATION

In accordance with Article L. 953-2 of the Education Code, the Chief Operating Officer is appointed by the Minister of Higher Education and Research (MESR), on the proposal of the President of Université PSL.

Category A position open to:

- **Civil servants on secondment to a functional position – AENESR grade, group III institution of the MESR.**

The position in question pertains to Group III of the positions for Chief Operating Officers in public scientific, cultural, and professional institutions. Candidates must meet the statutory requirements defined by Decree No. 2010-175 of February 23, 2020, as amended by Decree No. 2017-404 of March 27, 2017 (in particular Articles 4, 4-1, and 4-2).

The successful candidate will benefit from the following advantages:

- **Internal training school**
- **Option for meal vouchers or access to the CROUS restaurant**
- **Sports activities**
- **Cultural events**

PSL University is committed to supporting and promoting equality, diversity, and inclusion within its communities. We encourage applications from diverse profiles, which will be selected through an open and transparent recruitment process.

Type de contrat / de poste : **Functional position**

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Université PSL (Paris Sciences & Lettres)

