

Selection procedure for the position of Grant Office Manager

(within the CEITEC Brno University of Technology)

Job description:

1. Active identification of grant opportunities (especially international ones) available in the areas covering CEITEC BUT Research Programmes (Advanced Nanotechnologies and Microtechnologies, Advanced Materials)
2. Information service (grant opportunities, calls for proposals, events, training, etc.) and consultancy for CEITEC researchers
3. Manage a smooth flow of information and keep the website and information systems up-to-date
4. Assistance in writing project proposals and coordination of the preparation of project proposals and their final submission, both on national and international level
5. Create grant opportunities, search for partners for joint projects, maintain international relations
6. Project and financial management of approved projects
7. Support for researchers and other activities within the Science Support Office (workshop organization,

Requirements:

- University degree (master degree required, PhD. degree is an advantage)
- Experience with management and implementation of national and international research and development projects (namely the 7th Framework Programme is an advantage)
- Excellent knowledge of English, knowledge of other languages is an advantage
- Excellent communication and organizational skills
- Systematic and responsible attitude, reliability and pro-activity, team player
- Ability to coordinate activities of teams and projects in order to meet deadlines and objectives
- Experience with university and research & development environment is an advantage
- PC skills with advanced knowledge of Word, Excel, Powerpoint

We offer:

- Interesting, independent and responsible work
- Background from a significant institute
- Motivating conditions

Start date: possible from August

You can get more information on the position from Jan Ostrřížek, email: jan.ostrizek@ceitec.vutbr.cz

Please send a covering letter with a structured CV (references should be included) in Czech and English to the following email address: petra.zavadilova@ceitec.vutbr.cz by 9th July 2014.