



UNIVERSITY OF ŽILINA
Univerzitná 8215/1, 010 26 Žilina, Slovakia

Our mark
KOR/7518/2017

Dealt
Mgr. Lenka Buchová
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Žilina
07.11.2017

Matter:

Information about job vacancy

The rector of the University of Žilina would like to **invite applications for a vacant position of administrative project manager at the ERA Chair project implemented on the University Science Park of the University of Žilina.**

Qualification:

- Finished second level of university studies (MSc. or equivalent).

Requirements:

- Experience in EU projects administration (FP7, H2020);
- Experience in scientific events organisation;
- Experience in projects related to the relevant fields in Intelligent Transport Systems and/or Information and Communication Technologies is considered to be the added value;
- Excellent communication skills in English;
- Enthusiasm for unconventional solutions, creativity and visionary power;
- Blamelessness.

Work description:

- Responsible for managing EU grants grant from administration and financial perspectives;
- Organisation of scientific meetings;
- Supporting preparation of projects' deliverables;
- Supporting communication with project partners, external organisations and the EC;
- Acquisition of research funds from national and international funding programs;
- Advancing the international academic network of the ERA Chair Team.

Work Place: University of Žilina, Slovak Republic

Expected start of the on-situ contract: January 2018

Required documents (in English):

- Application for the job position
- Curriculum Vitae
- Copies of the university diplomas
- Declaration of truthfulness of the data provided in attached documents.

The selected candidates will be asked to provide **extract/s from the criminal record not older than three months before the start of employment.**

The selected candidates who completed their study abroad will be asked to provide **recognition of foreign diplomas (study) before the start of the contract.**

Applications with signed copies of the documents should be sent **by December 3, 2017** to the following address:

Žilinská univerzita v Žiline, Oddelenie personálnej a sociálnej práce, Univerzitná 8215/1, 010 26 Žilina, Slovenská republika, or alternatively by e-mail to erachair@uniza.sk (scans of the signed documents are required).

Dr.h.c prof. Ing. Tatiana Čorejová, PhD.

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