

Director  
**of Institute of Environmental Technology**  
VSB – Technical University of Ostrava  
announces a selection procedure for a post of  
**PROJECT MANAGEMENT OFFICER IN EBEAM CENTRE**

The position is suitable for both women and men.

Are you an ambitious professional with a passion for managing innovative research projects? The Electron Beam Precision Manufacturing (EBEAM) Centre, an ERA Chair headed by Prof. Mark H. Rummeli, is seeking a **Project Management Officer**.

**Position Overview:**

The Project Management Officer (PMO) will have the unique opportunity to work on a European & International research project. You will engage both internally with EBEAM and VSB-TUO researchers and externally with Czech and mainly foreign partners, the European Commission and other providers of grant projects (as a funding agencies), and industry companies. Your role will be crucial in organizational and administrative assurance of the functioning of the research group, fostering external engagement and ensuring accurate reporting. This position requires discretion and sound judgment to prioritize work demands, identify urgent and sensitive matters, and ensure deadlines are met.

**Key Responsibilities:**

- **Administrative Support:** Provide comprehensive administrative support to research activities in cooperation with administrative staff of Institute of Environmental Technology and support to strategic planning initiatives.
- **Reporting:** Assist in the timely preparation of reports for the European Commission and other grant agencies, liaise with the VSB-TUO Projects Support Centre and research offices of partner institutions, and help coordinate training workshops and outreach activities.
- **Progress Monitoring:** Monitor the progress of individual research projects, addressing any delays that could impact other projects, and keep the ERA Chair, Steering Committee, and Advisory Board updated on progress.
- Assist in proposal preparation and submission.
- Attend institutional and non-institutional meetings on behalf Prof. Mark H. Rummeli as and when needed.

**Management of EU and International Research Grants:**

- Assist in grant reporting, preparing deliverables, and ensuring that milestones and deadlines are met.
- Oversee all financial transactions within the research grants.
- Collaborate/liaise with the institute's financial office to ensure expenditures are appropriately charged, coded, approved, and in accordance with funding agency regulations.
- Prepare financial and programmatic reports in conjunction with the VSB-TUO Projects Support Centre for submission to funding agencies.

- Ensure appropriate documentation is in place to satisfy funding agency audit requirements, such as timesheets and equipment usage logs.

#### **Coordination and Administration:**

- Oversee travel arrangements for research team members and visiting academics as needed in cooperation with administrative staffs of Institute of Environmental Technology.
- Enhance the research team's reputation by helping in the organizing creative outreach and dissemination events in conjunction with the dissemination manager.
- Ensure funding agency requirements are adhered to in all publications, advertisements, etc.
- Suggest and arrange novel and far-reaching dissemination channels in collaboration with the project dissemination manager.
- Assist in the day-to-day preparation of publications and press releases in conjunction with the PR manager.

#### **Funding Opportunity Identification and Proposal Submission:**

- Actively search for and communicate new and appropriate research funding opportunities.

#### **Human Resource Administration:**

- Arrange training as required.

#### **Other Responsibilities:**

- May be required to work outside normal office hours to effectively support VSB-TUOy operations and events.
- Perform any other duties as assigned.

#### **Selection Criteria:**

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

#### **Mandatory:**

- Fluent English (C1-C2 level).
- At least Bachelor's Degree in appropriate field of study.
- Minimum three years' experience of research or project management including in-depth knowledge of at least four of the following; human resources, financial management, procurement, dissemination, opportunity identification and proposal submission.
- Excellent organisational and time-management abilities.
- Ability to work independently and especially collaboratively.
- Excellent organisational skills including attention to detail and multiple task management skills.

- Organising and maintaining effective filing systems.
- Excellent communication skills both written and oral, and demonstrated ability to generate reports and presentations at the highest standards.
- Strong computer literacy, including Microsoft office suite and research administration systems.
- Familiarity with research funding landscape.
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

**Desirable:**

- Experience of managing EU funded grants or coordinating multicentre projects.
- Interest in nanotechnology research.
- Project Management Professional certification.

If you're ready to manage transformative projects, pushing the boundaries and driving innovation, we invite you to apply for the position of Research Project Manager. Join us at the EBEAM Centre and play a pivotal role in shaping the future of nanotechnology through cutting-edge research initiatives.

<b>Full time equivalent:</b>	1,0
<b>Type of job contract:</b>	fixed-term employment contract (negotiable) with the possibility of extension
<b>Anticipated commencement:</b>	September 1 <sup>st</sup> 2024 onward
<b>Number of positions:</b>	1

The EBEAM Centre is committed to fostering diversity and inclusion. We encourage applications from candidates of all backgrounds and experiences. The working language is English.

Your personal data will be processed only to the extent necessary for the execution of the selection procedure in accordance with EU Regulation 2016/679.

For inquiries or to submit your CV and introductory letter, please reach out to Prof. Mark H. Rummeli at [mhr1@vsb.cz](mailto:mhr1@vsb.cz) and [veronika.blahuskova@vsb.cz](mailto:veronika.blahuskova@vsb.cz). We look forward to hearing from you and exploring the exciting possibilities of joining the EBEAM Centre's innovative team.

Candidate selection for the Project Manager position will be conducted through a thorough assessment of their qualifications, accomplishments, potential for future contributions, alignment with the department's strategic objectives, and demonstrated capacity to collaborate efficiently.