



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

Our mark  
KOR/ /2017

Dealt  
Mgr. Lenka Buchová  
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Žilina  
14.6.2017

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:** September 2017

**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 July 16, 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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