

## Vacancy – Administrative Project Manager

The ERA Chair project “Enhancing Innovation and Research dimensions of the University of Zilina in Intelligent Transport Systems” (ERAdiate) is a Coordination and Support Action funded by the European Commission’s 7<sup>th</sup> Framework Programme (FP7) for a period of 5 years until July 2019.

The project has the overarching objective to enhance UNIZA and the Zilina region performance in research, innovation and education, as well as to strengthen UNIZA’s competitiveness within the [European Research Area \(ERA\)](#) in the field of Intelligent Transport Systems (ITS). More specifically, the project addresses challenges such as creating competitive environment, increasing of critical mass of excellent researchers, significant improvement of the UNIZA performance in competitive research funding, implementation of the ERA culture and contribution to growth and jobs based on the SMART specialization strategies.

Starting from November 2017, ERAdiate will coordinate a European project entitled “Mobility and Time Value” (MoTiV) in the framework of the EU Framework Programme for Research and Innovation, Horizon 2020. The MoTiV project will be funded under the “Research and Innovation” scheme until May 2020 (30 months). ERAdiate will be leading a consortium of six other international partners. The main goal of the project is to advance research in the emerging area of Value of Travel Time (VTT) by introducing a conceptual framework for the estimation of VTT at an individual level. Such framework will be validated through data collection and evaluation throughout Europe.

**The University of Zilina is recruiting an ADMINISTRATIVE PROJECT MANAGER to be employed on a full-time basis for ERAdiate and MoTiV projects.**

The successful candidate should be available to start in September 2017. He/she will be working from the University Science Park premises at the University of Zilina.

### Responsibilities

The Finance and Administration Officer first responsibility is to ensure administrative and financial management of EU projects. The role also involves acquiring research funds.

Under the supervision of the ERA Chair Holder and Work Package Leader on Dissemination and Publicity, the Finance and Administration Officer will

- Monitor the progress of the project
- Support budget monitoring and reporting
- Organise scientific and project meetings
- Contribute to preparation of projects’ deliverables
- Act as a liaison between project partners, external organisations and the EC
- Assist in preparation of materials for data analysis
- Assist in maximising project dissemination impact



Enhancing Research and innovation dimensions of the University of Zilina in intelligent transport systems

- Assist in acquisition of research funds from national and international funding programmes (includes publications)
- Advance the international academic network of the ERA Chair Team
- Fulfil other responsibilities and tasks as necessary, as mandated by the ERA Chair Holder.

## Profile and Competencies

The successful candidate should demonstrate the following competencies:

- Proven experience in financial/administrative management of EU projects (preferably FP7, H2020);
- Experience in scientific events organisation;
- Excellent organisational skills, as well as experience in finance budgeting and reporting;
- Excellent communication skills in English;
- Good inter-personal skills and communication skills within a multi-national context, including diplomacy, discretion, and confidentiality;
- Demonstrated ability to balance multiple tasks and work well independently and collaboratively;
- Positive, constructive, service- and solution-oriented attitude;
- Pragmatic, get it done attitude, initiative taking;
- Blamelessness.

## Education and Experience

- Master Degree or equivalent in technical or scientific area relevant to Intelligent Transport Systems (ITS) and/or Information and Communication Technologies (ICT);
- Experience in projects related to the relevant fields in ITS and/or ICT and knowledge of Slovak financial/administrative requirements are a strong added value;
- Experience in public service, not-for-profit environment, or private sector.

## The University of Zilina offers

- A full-time (100% FTE) contract under the Slovak law starting in September 2017;
- A competitive salary;
- Flexible working time;
- An international and pleasant working environment.

## How to apply

Applications with signed copies of documents in English (cover letter, CV, copies of university degrees, declaration of truthfulness of the data provided in application documents) should be addressed to Prof. Milan Dado, ERAdiate Project Coordinator, and Dr. Karl Ernst Ambrosch, ERA Chair Holder, and sent to the following address:

**Žilinská univerzita v Žiline, Oddelenie personálnej a sociálnej práce, Univerzitná 8215/1, 010 26 Žilina, Slovenská republika.**

Alternatively, electronic applications (including scans of the signed documents) should be sent to [erachair@uniza.sk](mailto:erachair@uniza.sk).



NB: The selected candidate will be asked, before the start of employment, to provide extract/s from the criminal record not older than three months, as well as recognition of foreign qualifications if studies were completed abroad.

**Deadline for application: 16/07/2017 included**

