



*The Institute of Philosophy of the Czech Republic, v. v. i. (the IP) is a public research institution engaged in research in the field of philosophy and related scientific disciplines. The IP, which is the largest workplace in the humanities and social sciences within the Academy of Sciences of the Czech Republic, is made up of more than 200 employees with the common goal of developing international knowledge and strengthening national identity awareness through a critical examination of the history of Czech countries and the Central European Area.*

*In connection with the project **Alchemies of Scent** (“the Project”) funded by the GA ČR Junior Star programme, we are looking for a new colleague in the Department for the Study of Ancient and Medieval Thought for a position as:*

### **Project Assistant (part-time)**

**As the Project Assistant you will perform the following tasks:**

- support the principal investigator (PI) and the research team with the implementation of the project. Tasks include: project documentation and record-keeping, correspondence with external partners (Czech and English), and logistical tasks to ensure a well-running project (e.g., requesting proposals and cost estimates, purchasing supplies and communication with suppliers, inventory management)
- interface between the Project and project partners: the Institute of Philosophy (IP), co-operators, GA ČR and other entities;
- assist the PI and team members with purchase orders and with activities connected to hosting international meetings and business travel;
- assist the PI in monitoring the progress of the project;
- assist the PI in reporting periodically on the status of the project to GA ČR;
- assist the PI with monitoring the project budget;
- provide support to the PI, Exhibition Coordinator, and research team in the organisation and coordination of project activities, including events for academics, events for the general public, and publication, dissemination and promotion of project outputs (workshops, conferences, exhibitions, etc.);
- performance of other duties of similar nature directly connected to the project implementation.

**What we expect:**

- excellent organisational skills;
- excellent communication skills;
- responsible attitude to work, diligent and reliable;
- ability to work independently;



- very good ability to communicate in English (at least on the level of B2)
- excellent command of Czech language (spoken / written);
- experience of administration or coordination of publicly funded projects is an advantage;
- knowledge of the academic environment and the functioning of institutions like the GA CR welcome;
- experience with projects that have involved PR events, exhibitions, lectures and conferences is advantage.

**What we offer you:**

- part-time job in the range of 0.5 FTE (equivalent to 20 hours per week);
- a fixed-term contract of 1 year (with the possibility of renewal for the duration of the project: expected end of project duration 30. 6. 2026);
- 16 000 – 20 000 CZK gross monthly salary (equivalent to 0.5 part-time job and proportionate to the experience profile of the candidate);
- participation in the implementation of prestigious project with high public profile (see features by [CNN](#) and [Radio Prague International](#));
- collegial atmosphere in an international team (philosophers, Egyptologists, chemists, botanists), the PI is an English native speaker;
- employee benefits: up to 5 weeks of vacation, up to 8 days of sick leave, meal voucher card, choice of benefits (Multisport card / pension insurance / contribution to recreation and culture), flexible performance of work duties, possibility of language training;
- Work at a prestigious scientific institution in the historical centre of Prague.

**Start of work: as soon as possible**

If you are interested, please submit an application containing a structured CV and a letter of motivation in both Czech and English either electronically to [zakostelecka@flu.cas.cz](mailto:zakostelecka@flu.cas.cz), in person to the registry of the IP, or by registered post to the Philosophical Institute of the Czech Republic, v. v. i., Secretariat of the Director, Jilská 1, 110 00 Prague 1 **till 1 September 2023. Review of applications will begin 1 July 2023 and reviews will continue until position is filled.**

Selected candidates will be contacted and invited to a face-to-face online interview.

Contact person: Petra Zákostelecká, tel. +420 221 183 213

*By submitting your application, you automatically give the IP permission to process and store your personal data in order to apply for a post in the IP in accordance with the General Data Protection Regulation 2016/679 (GDPR). The granting of consent may be withdrawn at any time.*