



The Institute of Philosophy of the Czech Academy of Sciences is a publicly funded research institution which conducts research in key areas of philosophy and neighbouring disciplines. The Institute is the largest humanities institute affiliated with the Czech Academy of Sciences. It subscribes to the principles of open science, non-discriminatory policies and good practices in line with European standards.

Are you keen to develop and improve grant support for talented researchers and international research teams? Do you have excellent organisational and communication skills? If so, we welcome your application for the position:

SENIOR GRANT SPECIALIST (0.5 FTE)

What are you going to do?

- As part of the prestigious European project "Establishing the Center for Environmental and Technology Ethics - Prague" ([CETE-P](#)) funded by Horizon Europe (ERA Chairs), you will support excellent researchers and teams in the preparation of project proposals.
- You will provide input to improve the grant support strategy at the Institute of Philosophy CAS; you will propose and implement new procedures, methodologies to support further development of the agendas within the grant office with emphasis on European schemes and larger national programmes.
- In the area of partnership and consortium project preparation, you will develop cooperation with other research institutions and universities, both Czech and foreign, and actively seek new partnerships at the level of grant departments.
- You will be part of a team specialising in the preparation of project applications in the field of institutional development.

What we ask:

- Completed university education (at least BA level)
- Czech and English at C1 level, both spoken and written (proficiency in another foreign language is an advantage)
- Previous work experience in grant support agenda within academia – at least 3 years
- Impeccable PC skills (especially MS Office and Google tools, experience with graphic programs is welcome)
- Excellent organisational and communication skills
- Teamwork combined with the ability to provide individualized support
- Problem-solving ability and proactivity in identifying opportunities to improve workflows
- Creative and innovative thinking
- Excellent time management

**What we offer:**

- 0.5 FTE employment
- Working in a prestigious public research institution with the opportunity to develop professionally in the field of international grants
- Cooperation with an excellent international team of the project CETE-P
- Attractive office location in the historical centre of Prague (Celetná Street)
- Possibility of internships at foreign institutions
- Collegial and friendly atmosphere
- Opportunity to occasionally work from home
- Opportunity for language training
- 5 weeks holiday and up to 8 days sick leave
- Possibility of pension contribution
- Meal allowance
- Rewards for life and work anniversaries
- Starting from 1 February 2024 or by agreement

Are you interested?

Please send us your CV together with a motivation letter (both in English) to zakostelecka@flu.cas.cz by **15 January 2024** at the latest.

We look forward to your application,
The team of the Institute of Philosophy CAS

We would like to inform you that by replying to the advertisement you provide FLU with your personal data for the purpose of the selection procedure and the conclusion of an employment contract or agreement (FTE, FTE). The provision of personal data specified in the application is a mandatory provision of personal data within the meaning of Act No. 110/2019 Coll. on the processing of personal data, and its scope follows from Section 45(2) and Section 37(2) of Act No. 500/2004 Coll. on the Administrative Code, as amended. The processing of your personal data will be sufficiently secured and your personal data will not be transferred to third parties without your consent. You can withdraw your consent at any time.