



*The Institute of Philosophy of the Czech Academy of Sciences is the largest institute affiliated with the Czech Academy of Science in the field of humanities. It consists of nearly 250 employees with a common goal of developing cutting-edge research at the international level in philosophy, ethics and related fields.*

*The [Centre for Environmental and Technological Ethics - Prague](#) (CETE-P) is an international research centre funded by the EU Horizon Europe programme ERA Chairs. CETE-P is part of the Institute of Philosophy of the CAS and is headed by Prof. Mark Coeckelbergh.*

**Are you keen to develop grant support for talented researchers and international teams in humanities? If so, we would be delighted to welcome you to the CETE-P project team. Please send us your application for the selection process for the position:**

## **GRANT SPECIALIST**

### **What can you expect from this role?**

- As a member of the [CETE-P](#) project, you will play a key role in assisting excellent researchers and teams in the preparation of project proposals by providing guidance and feedback on formatting, content, budgeting and compliance with funding requirements.
- 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 international, and actively seek new partnerships at the level of grant departments.
- You will cooperate with the team addressing agenda related to the institutional development.

### **What do we require?**

- A university degree
- Proficiency of English at C1 level
- Excellent communication skills
- Knowledge of grant programmes and project processes in an academic environment
- Ability to identify suitable grant calls and present them to research teams; a sense of strategy and sustainability of projects
- Analytical thinking when working with texts



- Accuracy, diligence, independence in completing tasks
- Ability to work as part of a team
- Willingness to consult with colleagues, learn from experience and share know-how with others
- Self motivated to contribute to the success of projects

### What do we offer?

- Employment optimally 0.5 FTE (negotiable)
- Work in a prestigious public research institution with many opportunities for professional development in the preparation of international projects
- Cooperation with an excellent international team of the CETE-P project
- Attractive office location in the historical centre of Prague (Celetná Street)
- Possibility of internships at foreign partner institutions
- Collegial and friendly atmosphere
- Opportunity to occasionally work from home
- Possibility of language training
- 5 weeks of vacation and up to 8 days of sick leave
- Possibility of pension contribution
- Meal allowance
- Possibility to start immediately or by agreement

**Are you interested in this opportunity?** Please send your CV along with a cover letter to [zakostelecka@flu.cas.cz](mailto:zakostelecka@flu.cas.cz).

We look forward to your application.

CETE-P Team

*We would like to inform you that by replying to the advertisement you provide the Institute of Philosophy of the CAS with your personal data for the purpose of the selection procedure and the conclusion of an employment contract or agreement (DPP, DPČ). 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.*