

Specjalista ds. Grantów - Officer of grant office

The Centre of New Technologies is looking for a highly motivated person to coordinate applications, execution and reporting of large international research and infrastructural projects.

The successful candidate will be responsible for:

- Complex administrative, formal and financial managements of international grants
- Cooperating with in-house administrative units and with researchers
- Maintaining contacts with representatives of funding institutions and central administration of Warsaw University

The candidate should:

- Have at least two years of professional experience in research funding institutions
- Demonstrate excellent organization skills, preferentially in an international environment
- Demonstrate excellent oral and written communication skills both in Polish and English
- Work autonomously

We offer:

- Attractive salary adequate to presented skills and experience
- Stable employment

To apply, please send your CV and a cover letter by e-mail to hr@cent.uw.edu.pl until the end of January 2018.

To allow us to process your data, please add the following clause in your application: “I hereby give consent for my personal data included in the job offer to be processed for the purposed of recruitment under the Data Protection Act 1997 (Dz. U. 2002 no. 101, item 926 with subs. changes).”

We thank all applicants for their interest, however **we will contact only selected candidates.**

We screen the applications continuously.