# Job posting

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<th>Type of position</th>
<th>Target group</th>
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<td>☑ scientific</td>
<td>☑ graduates</td>
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<td>☑ administrative</td>
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**Title**  
EU Programme Manager

**Institution**  
The University of Vienna is the largest Austrian research institution, hosting 6,800 academics within 15 faculties and five centres, and is dedicated to both basic and applied research. The University has committed itself to increasing its number of applications to the European Research Framework Programmes and the number of projects it coordinates. Furthermore, the University aims to increase the number of project applications funded by various international research funding agencies. The central Research Services Department of the University of Vienna is therefore looking to widen the professional scope of its support to University of Vienna researchers applying for European and internationally funded research projects.

The Department is particularly looking to strengthen its pre-award expertise for EU and international grant applications. This challenging role will provide intensive pre-award support, including assistance with budget planning to researchers at the University, turning initial project ideas into competitive project applications, in particular under the Horizon Europe Programme of the EU. In addition, this role is intended to raise awareness of EU research and innovation policy at the university and to provide information on calls for proposals.

**Position**  
The position is ideally suited for a self-motivated and enthusiastic individual who has excellent planning and organisational skills. In addition, they should be able to work with researchers, experts, and administrative staff to provide extensive research funding expertise to the University. The position requires excellent oral and written communication skills in English. Due to the challenges of this position, the candidate should have experience with EU funding and grant writing, and be able to work closely with researchers and experts in a diverse environment.

This role is initially a 36-month contract with the possibility of extension.
Responsibilities

• Undertaking activities to raise awareness on opportunities under Horizon Europe as well as other international funding opportunities
• Proactive targeting and searching for funding opportunities
• Support in the grant application process, in particular for EU projects but also other international funding schemes, including pre-screening, budgeting of proposals and proposal checks
• Responding to project-related queries from principal investigators, international project partners, University administrative officers and European Commission project officers
• Support in the resolving of potential project implementation issues in line with internal University regulations and policies, and funder guidelines
• Contribute to the overall work of the Research Services and Career Development Department and occasionally undertake other related duties

Requirements

• University Degree
• Knowledge about EU funding opportunities and funding policies, and being able to convey this information to researchers
• A proven capacity to be proactive, to work on and solve problems independently and to manage and prioritise the workload
• Desirable knowledge of international research funding opportunities
• Excellent oral and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people
• Excellent written and verbal skills in English. Knowledge of German is an advantage
• Excellent Microsoft Office skills

Application procedure (deadline etc.)

Applications including a letter of motivation (German or English) should be submitted via the Job Center to the University of Vienna (jobcenter@univie.ac.at, http://jobcenter.univie.ac.at) no later than 31.1.2022, mentioning reference number 12581.

Further information can be found here: https://forschung.univie.ac.at/open-positions/eu-programme-manager-2/

Contact

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