Job posting

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Title: EU Programme Manager

Institution: University of Vienna

Position: The University of Vienna is the largest Austrian research institution hosting 6,800 academics within 15 faculties and five centres, dedicated to both basic and applied research. The University has been awarded over 230 EU Horizon 2020 projects, 53 of which are European Research Council Investigator Grants. The University has committed itself to increasing its number of applications to the European Research Framework Programmes and the number of projects it coordinates. The Research Services Department 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 offer in pre-award services for EU and ERASMUS+ 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 new Horizon Europe Programme.

The position would be ideally suited to a self-motivated and enthusiastic individual, with excellent planning and organisational skills. In addition, they should be able to work collaboratively with academic and research support staff to deliver a comprehensive administrative support service to the University. The position requires excellent verbal and written communication skills in English. Because of the challenges of this position, the candidate should have experience in EU grant pre-award services and being able to work closely with researchers in a diverse environment.

This role is initially a 24-month contract, with the possibility of a permanent position.
Responsibilities

Undertaking activities to raise awareness on opportunities under Horizon Europe Programmes as well as other international funding opportunities

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

Experience in pre-award services (Framework Programmes, Horizon 2020)

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

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 (in English or German), should be submitted via the Job Center of the University of Vienna (http://jobcenter.univie.ac.at) by no later than 15th January 2021, reference number 11654.
Contact

For further information please contact Schaschl, Helmut +43-1-4277-18218, Radlberger, Amy +43-1-4277-18228.

The University pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity (http://diversity.univie.ac.at/). The University lays special emphasis on increasing the number of women in senior and in academic positions. Given equal qualifications, preference will be given to female applicants.

Human Resources and Gender Equality of the University of Vienna
Reference number: 11654
E-Mail: jobcenter@univie.ac.at