

The Executive Director of CEITEC – Central European Institute of Technology is announcing the selection procedure for the position of: Operating Director.

Description of the position:

The Operating Director is a part of the top management of the centre CEITEC, is responsible for the management of its operating matters, they are mainly the following:

- grant management – responsibility for a smooth administration of the assigned grant OP RDI, but also other carried out projects
 - communication with the managing authority of OP RDI
 - elaboration of monitoring reports
 - elaboration of applications for payment and financial plans
 - management of cash flow
 - controlling the part of the project managed by partners
 - setting and supervision of common rules of the project (mainly in the area of human resources and quality management)
 - methodical support of the project's partners
 - coordination of the elaboration of annual plans for individual parts of the project – construction, acquisition of instruments, public procurements, etc.
- economic management of the Central Management Structure CEITEC
 - preparation and monitoring of budgets
 - monitoring of eligible and non-eligible costs
- operating management of the Central Management Structure CEITEC
- management of the implementation and control of the information system of the CEITEC project
- risk management
- quality management

The Executive Director of the CEITEC project is the superior of the Operating Director.

We require:

- excellent knowledge of the Czech and English language
- University education preferably of in the field of economics
- communication and organizational skills
- flexibility, initiative, ability to work independently and a resistance to stress
- computer knowledge (MS Office)
- evidence of experience with the economics of grant projects (ideally structural funds)
- experience of a university environment is an advantage

Start: October/November 2011, eventually as agreed

Full-time job: 1,0

Please send the Motivation Letter and a structured CV in the Czech and English language **by 15th September 2011** to the following e-mail: miloslava.siblova@ceitec.muni.cz.