



Assistant to the RICAIP director

Research and Innovation Centre on Advanced Industrial Production – RICAIP centre – based at the Czech Institute of Informatics, Robotics, and Cybernetics (CIIRC) at the Czech Technical University (CTU) in Prague is currently looking to hire the assistant to the RICAIP director.

INTRODUCTION OF RICAIP

RICAIP (Research and Innovation Centre on Advanced Industrial Production) is an international distributed research centre of excellence (CoE) that focuses on research in robotics and artificial intelligence (AI).

The [RICAIP Centre](#) aims to bring together excellent research teams, young talents and unique know-how. The RICAIP Centre has four founding partners CIIRC CTU, CEITEC BUT in Brno, DFKI and ZeMA in Saarbrücken, and is coordinated by CIIRC CTU in Prague.

Your role

You will work directly with the RICAIP director and RICAIP leadership boards, namely the Executive Board and Steering Committee.

You will work closely and collaboratively with researchers and administrative staff in order to achieve the goals of the RICAIP project.

You will support, coordinate, and/or manage

- administration and reporting of RICAIP project:
 - coordination, monitoring and implementation of the EC H2020 funded project grant ID: [857306](#) on behalf of the project coordinator CIIRC CTU;
 - work and activities on project deliverables and milestones;
 - regular project reporting, preparation of the periodic reports;
 - thorough communication and coordination with the EC officials;
 - organization of the project-related meetings;
 - participation in communication activities and strategies;
 - involvement in organization of workshops and conferences;
 - booking and coordinating travel reservations and organization of trips.

You will also directly assist the RICAIP director in organizing schedules, travel and day-to-day management of the RICAIP centre.

Experience with European research proposal preparation and coordination of medium to large research consortia is an advantage. Up to 0,5 FTE (full-time equivalent) can be designated for new project preparation under the supervision and in cooperation with the CIIRC Project Management Office.

Requirements

- at least 2 years of professional experience in research and/or industry field
- very good communication and writing skills in English
- experience in managing R&D projects
- great interpersonal and communication skills
- independent and responsible
- experience with European research proposal preparation and coordination of medium to large research consortia is an advantage.

Our offer

- challenging position in a **multinational environment** and the possibility to actively participate in the further development of the RICAIP centre
- motivating work environment within a prestigious research centre
- work in a spirited team
- meal allowance, 6 weeks holiday
- possibility of partially flexible working hours and working from home

Starting Date: 1. 10. 2022

Appl. Deadline: until the position is filled

Location: Prague, Czech Republic

Type of employment: fulltime/part time

Application

To apply, please send a detailed CV and motivation letter to Magdalena Svobodová, e-mail: Magdalena.Svobodova@cvut.cz