

Director of the Nanotechnology Centre (CNT-CEET)
VSB - Technical University of Ostrava
announces a selection procedure for the post of

Project Manager

for the international EBEAM project (Horizon Europe)

The position is suitable for both women and men.

What will your job description be?

- Administrative and organizational support for the project in accordance with the Grant Agreement (Horizon Europe).
- Coordination of reporting (periodic reports, communication via the Funding & Tenders Portal).
- Cooperation with the finance department in monitoring the budget and expenditure.
- Monitoring the fulfilment of milestones, deliverables, and work packages.
- Communication with the research team and foreign partners.
- Preparation of documentation for internal and external controls and audits.
- Supporting project management in strategic planning and risk management.

Full time equivalent: 0.5 - 1.0
Type of employment: fixed-term employment contract
Expected start date: 05/2026

Who are we looking for?

We are looking for a motivated and responsible person who:

- higher education degree and international experience in project coordination or project management, preferably in research, development, or scientific projects.
- has a good knowledge of English at a minimum C1 level (active communication in both spoken and written English is essential),
- is a team player and can work in a multidisciplinary international environment.
- has excellent organizational and communication skills,
- is meticulous, independent, and responsible,
- time flexibility is an advantage.

The position is also suitable for candidates with theoretical knowledge of project management (e.g., graduates of economics or management programs).

We will teach you everything you need to know directly in the real environment of an international research project.

What do we offer?

- A unique opportunity to participate in the management of the prestigious EBEAM project of the Horizon Europe program.
- Practical experience with project management at the European level.
- Direct cooperation with an international team of scientists and the ERA Chair holder.
- The opportunity for professional growth in the field of grant and project management.
- Work in the cutting-edge and prestigious research environment of the Nanotechnology Centre (CNT-CEET VSB-TUO).
- Competitive remuneration based on experience.
- Opportunity for further education and combining work with study.
- Modern working environment on the university campus with parking available.
- Flexible working hours.
- Meals at the VSB-TUO canteen.
- University nursery school.
- Other employee benefits as offered by the employer.

The applicant's personal data will be processed to the extent necessary for the selection process in accordance with EU Regulation 2016/679.

<https://www.vsb.cz/export/sites/vsb/en/.content/files/Informace-pro-uchazece-o-zamestnani-AJ.pdf>

If you are interested, please send your structured CV and a short cover letter in Czech or English to alina.ivankova@vsb.cz by **March 31st, 2026**.

Please include "Recruitment process for the position of PM for the EBEAM Centre" in the subject line of your message.

We look forward to working with you!

