



University of Nova Gorica has open position of professional associate/higher professional associate  
in the [International and Project Office](#) (m/f)

[University of Nova Gorica](#) is looking for a highly motivated colleague to support the principal investigator (PI) for an EU project SMASH that has recently been awarded a grant as part of the European Commission's Marie Skłodowska-Curie Actions COFUND program. The colleague will join a young and motivated team of researchers and work in a multidisciplinary environment.

**Main responsibilities:**

- Ensure coordination and a regular flow of information among the project PI, coordinators, partner institutions, and stakeholders;
- Keep an up-to-date overview of project-related activities and events;
- Manage the project-related external and internal communication (website, social media, and offline communication);
- Prepare regular reports about the project progress, milestones, deliverables, and finances for the European Commission, other stakeholders, funding agencies, and donors;
- Keep track of the deliverables and contribute to the day-to-day management of project risks and opportunities, including managing project performance indicators and risk register;
- Maintain an overview of the project budget and degree of financial implementation for the project.

**Job requirements - professional associate:**

- A University degree (preferably in communication science, administration, or management);
- Experience with EU or EU member state grant management and reporting, at global, national or local level, or similar experience working for another research or academic institution is desirable;
- Fluent spoken and written English;
- Fluent spoken and written Slovenian is a plus.

**Job requirements – higher professional associate:**

- PhD.
- Experience with EU or EU member state grant management and reporting, at global, national or local level, or similar experience working for another research or academic institution is desirable;
- Fluent spoken and written English;
- Fluent spoken and written Slovenian is a plus.

**Workplace**

The work place will be at the Lanthieri Castle in Vipava, Slovenia.

A full-time contract will be offered following the selection procedure. The contract will be initially for 1 year with the possibility of an extension.

**Please submit:**

- Curriculum vitae (CV):
- Motivation letter, including a description of past related work experience;
- Contacts of two persons willing to provide reference letters upon request;
- Copy of achieved degree.

Applications should be sent by e-mail **as a single file in pdf format** to the University of Nova Gorica Personnel office, e-mail address: [tea.stibilj.nemec@ung.si](mailto:tea.stibilj.nemec@ung.si).

**Deadline for applications: 15 September 2022**