



**University of Nova Gorica has open position of 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 (<https://smash.ung.si/>)

The colleague will join a highly motivated team and work in a multidisciplinary environment.

Main responsibilities:

- Administrative assistance to the coordination of project implementation;
- 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;
- Independence, flexibility, precision and accuracy, adaptability to team-work;
- Fluent spoken and written Slovenian;
- Fluent spoken and written English;
- 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.

Workplace

The work place will be at the Lanthieri Mansion 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: careers@ung.si.

Deadline for applications: 25 June 2023