

Head of Research Coordination Office

The International Clinical Research Center (ICRC) of St. Anne's University Hospital in Brno, Czech Republic is a new-generation research center focusing on the pathogenesis of diseases including finding new methods, technologies and medicaments for effective prevention, early diagnostics and individualized treatment.

As a top Central European research center with more than 200 researchers, new technologies and EU grant support, we focus on research and development mainly in the fields of cardiovascular and neurological diseases. In both areas we partner with world-class research centers and universities.

Join our team and make our center the next step in your career!

We are now seeking a skilled candidate to join our institution within the Research Coordination Office to position Head of Research Coordination Office.

Essential Duties and Responsibilities:

- manage the Research Coordination Office to achieve defined goals;
- communicate and cooperate with Principal Investigators/Heads of research teams regarding objectives and commitments of the teams;
- cooperate with the leadership of the center and representatives of other departments of the center and the hospital regarding research results and applications using by RCO;
- coordinate the preparation of the documents to the evaluation realized by the International Scientific Advisory Board;
- prepare research results overviews for project applications and reports for managing authorities;
- present result of RCO on meetings within FNUSA-ICRC and people from the Hospital;
- represent FNUSA-ICRC and speak on regular and annual conferences.

Qualifications, Skills and Experience:

- experience in communication with research teams and PIs at least 5 years;
- experience with leading of the team within the project management;
- knowledge of the legislation within research and development environment;
- general knowledge of medicine/healthcare industry;
- experience with the projects financed from Structural funds;
- solid communication, organizational and negotiation skills;



- problem solving and analytical skills, combined with proactive attitude to finding final decisions;
- ability to communicate needs and requirements of the research teams to the leadership of the center and vice-versa;
- team-oriented attitude with an ability to cooperate on defined goals;
- excellent Czech and English language skills;
- University degree.

We offer:

- motivating salary;
- 5 weeks of holidays;
- the opportunity to make an impact in a young and dynamic organization;
- truly international work environment.

The candidates are invited to send their CV and motivation letter in English and Czech language to jobs.icrc@fnusa.cz.

We are pleased to consider all qualified applicants for employment without regard to race, color, sex, sexual orientation, religion, gender identity, national origin, age, disability or any other legally-protected factors.

By responding to this invitation and/or sending your CV and any other personal materials to St. Anne's University Hospital, you consent to the collection, processing and storage of your personal data in accordance with Act No. 101/2000 Coll., the protection of personal data. You are providing St. Anne's University Hospital with these data solely for the purpose of mediating employment, the period however being no longer than one year from submitting. Should you not reclaim the materials submitted by you, they will be discarded after the period has expired.

