

The Institute of Theoretical and Applied Mechanics AS CR, v. v. i. announces an international invitation of tenders for the position of **the director** of the scientific-research centre in Telč, which is being built as part of the project Centre of Excellence Telč, funded from the Operational Programme Research and Development for Innovation (OP VaVpl).

Responsibilities

The position of the director of CET will be established for the management of the new scientific-research centre CET. The director will be ensuring the fulfilment of tasks in the CET project, including research, development of innovations, education, collaboration and popularization of the results of the project.

Director of CET will be during the time of implementation and time of sustainability responsible for:

- Implementation of the project in the sense of the duties of the Recipient set by the Steering Body of OP VaVpl (observance of methodology instructions, fulfilment of indicators, fulfilment of the schedule, timely reporting of changes in the project, good financial and personnel management, placing of orders, elaboration of the request for payment and monitoring reports, monitoring and elimination of risks, archiving of documents, cooperation with the supervising authorities etc.);
- Monitoring and evaluation of results and adoption of managerial decisions;
- Managing recruitment of new employees in cooperation with the ÚTAM governing bodies;
- Preparation of data for labour-law contracts with the employees;
- Setting and maintenance of functional interface between ÚTAM and CET as a specialized research unit;
- Negotiation with the Steering Body of OP VaVpl and other relevant subjects having inspection and audit authority;
- Fulfilment of the schedule, good financial and personnel management, placing of orders, elaboration of the request for payment and monitoring reports, monitoring and elimination of risks etc.);
- Public relations and for informing about the project;

- Cooperation between CET and potential Czech and foreign scientific partners and making an effort or incorporation of the project into international projects;
- Preparation of projects for tenders announced by national and international providers.

Requirements

Technical and professional skills

- post graduate (PhD or equivalent) education in a technical field, alternatively in mathematics, physics or chemistry
- results of scientific activity of international importance (publications, etc.)
- excellent proficiency in English is required, proficiency in Czech and other languages is an advantage
- knowledge of economical, legal and scientific environment in the Czech Republic is an advantage
- knowledge of ERA and its programmes is an advantage
- involvement and experience with academic teaching is an advantage (pedagogical-academic title is an advantage)

Management skills

- experience with management of national and international research projects as a coordinator or national coordinator
- experience with leading a larger research department (research institute or department, important research laboratory, faculty), at least 5 years at a management position
- organizational abilities and skills
- strategic and conceptual thinking

Leadership skills

- ability to motivate subordinates
- good tolerance to stress
- ability to solve conflicts
- responsibility for decisions in strategic and operating management

Applications should contain a brief CV and motivation letter including brief description of previous professional and managerial experience and brief breakdown of intentions and ideas for the management of the Centre of Excellence Telč. Applications should be sent to the following address: ÚTAM AVČR, v.v.i., Prosecká 76, 19000 Praha 9, alternatively by e-mail to burianova@itam.cas.cz . Deadline for applications is March 31. 2012.