



*The Institute of Philosophy of the Czech Republic, v. v. i. (the IP) is a public research institution engaged in research in the field of philosophy and related scientific disciplines. The IP, which is the largest workplace in the humanities and social sciences within the Academy of Sciences of the Czech Republic, is made up of more than 200 employees with the common goal of developing international knowledge and strengthening national identity awareness through a critical examination of the history of Czech countries and the Central European Area.*

*In connection with the project **Alchemies of Scent** funded by the GA ČR Junior Star programme, we are looking for a new colleague in the Department for the Study of Ancient and Medieval Thought for a position:*

### **Project Assistant / Co-ordinator (part-time)**

**As the Project Assistant you will perform the following tasks:**

- provide support to the principal investigator (PI) and the research team within the overall implementation of the project, including project documentation, correspondence and any related logistical tasks;
- provide a critical interface among the PI and the Institute of Philosophy (IP), co-operators, GA ČR and other entities;
- assist the PI in monitoring the progress of the project;
- assist the PI in reporting periodically on the status of the project to GA ČR;
- manage project finances in close coordination with the financial department of the IP, including placing orders and the logistics connected to hosting international meetings and business travel;
- provide support to the PI and the research team in the organisation and coordination of project activities, including events for general public and of outputs dissemination (workshops, conferences, exhibitions, etc.);
- performance of other duties of similar nature directly connected to the project implementation.

**What we expect:**

- excellent organisational and communication skills, responsible attitude to work, independence in work, diligence and reliability;
- experience of administration, coordination or management of publicly funded projects;
- fluent knowledge of English, both spoken and written, at least at SERR level B2 (C1 even better);
- an excellent command of the Czech language;
- knowledge of the academic environment and the functioning of institutions like the GA CR welcome;
- experience with organising PR events, exhibitions, lectures and conferences is advantage.



**What we offer you:**

- part-time job in the range of 0.5 FTE (equivalent to 20 hours per week);
- a fixed-term contract of 1 year (with the possibility of renewal for the duration of the project: expected end of project duration 30. 6. 2026);
- 16 000 – 19 000 CZK gross monthly salary (equivalent to 0.5 part-time job and proportionate to the experience profile of the candidate);
- participation in the implementation of the prestigious project, collegiate atmosphere and everyday use of the English language with a native speaker;
- employee benefits (up to 5 weeks holiday, up to 8 sick days, possibility of working from home, possibility of language and further training);
- a pleasant workplace in the historical centre of Prague.

**Start of work: July 1st 2021**

If you are interested, please submit an application containing a structured CV and a letter of motivation in both Czech and English either electronically to [cabalova@flu.cas.cz](mailto:cabalova@flu.cas.cz), in person to the registry of the IP, or by registered post to the Philosophical Institute of the Czech Republic, v. v. i., Secretariat of the Director, Jiřská 1, 110 00 Prague 1 **no later than May 10th 2021 (inclusive)**.

Selected candidates will be invited to a face-to-face online interview, which will take place sometime between May and June 2021.

Contact person: Petra Cabalová, tel. 731 617 389.

*By submitting your application, you automatically give the IP permission to process and store your personal data in order to apply for a post in the IP in accordance with the General Data Protection Regulation 2016/679 (GDPR). The granting of consent may be withdrawn at any time.*