Unit Head Grant Office

<table>
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<th>Full time (40h/w)</th>
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<tr>
<td>Klosterneuburg (Vienna), Austria</td>
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<tr>
<td>€ 4,500* gross/month (all inclusive)</td>
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**IST Austria is growing. Grow with us!**

IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. [Get an insight!](#)

**Your responsibilities**

The Grant Office at IST Austria is responsible for endorsing and authorizing proposals to, and negotiating and accepting contracts and grants for projects funded by the European Commission, federal and state agencies, foundations, and other public and private sources. The unit consists of a pre-award team, supporting scientists with the preparation of grant applications, and a post-award team, which supports scientists with the financial management of third party funds.

- Responsibility for the ongoing operations of the Grant Office at IST Austria
- Leading and developing a team of specialists (currently 10 members) and budget responsibility for the Grant Office
- Further development and continuous optimization of processes and policy development in the area of Grant Services to support the increasing number of third party funded projects
- Oversight of national and international developments in the science funding landscape
- Support of the Management, e.g. trough the preparation of reports, incl. reports to the Board and external partners
- Interface to external stakeholders, e.g. cooperation partners, funding agencies, or auditing companies

**Your profile**

- Academic degree and several years of work experience in academic administration
- Leadership experience in an international environment
- Strong organizational skills and proactive attitude
- Experience in process optimization and streamlining procedures
- Excellent interpersonal communication skills in English

To submit your application, please e-mail

recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.

**Your benefits**

- Education & training
- Cafeteria
- Childcare
- Free shuttle bus
- Multiple health offers
- Pension insurance

Am Campus 1, 3400 Klosterneuburg, Austria
Tel.: +43 (0) 2243 9000-0 | www.ist.ac.at