



Scientific Grant Manager (m/f/d) / Project Manager (m/f/d)

Location:

Vienna

Research group:

Research Management Office

Working hours:

Full-Time

To strengthen our high-performing research management team, we are looking for a Scientific Grant Manager (m/f/d) / Project Manager (m/f/d) to join us as soon as possible. In this responsible role you will have the unique opportunity to make a significant contribution to the fulfillment of our mission by supporting our research and management.

Your responsibilities

- Proactively support our researchers identifying competitive funding opportunities. You will frequently search for open and upcoming calls announced by national and international funding organisations (e.g. FWF, FFG, WWTF, EU, etc.) and regularly announce these opportunities internally.
- You will familiarize yourself with the funding guidelines and assist the researchers with the planning, designing, budgeting and writing of grant proposals.
- Manage the grant submission cycle from conception to final submission, including the establishment of timelines and preparation/collection of application forms and additional documents (e.g. internal approvals, CVs, quotes, ethical forms, etc.).
- Follow up the status of submitted grants and manage the implementation of the ones approved, including: the preparation and finalization of grant agreements; support the preparation of reports and meet deadlines; assist with project amendments and audits; prepare and submit final reports.
- Maintain an efficient and dynamic communication across multidepartmental teams, from research to administration.
- Support the researchers with their requirements on publications, ethics documentation, research integrity, etc.
- Support the RMO collecting performance metrics for internal reports.
- Report your tasks and progress to the head of the RMO and collaborate with your team colleagues to maintain a proactive, service-oriented and high-performing atmosphere.

Your profile

- Ideally, you have either a PhD in Life Sciences or a sound working experience in research.
- You should already have experience in managing research grants, particularly national ones (FWF, FFG, etc.).
- You are a dynamic and service-oriented person, always aiming to excel in what you do. You pay attention to detail but you are also able to build a good overview of situations/projects that are more complex.
- You are someone goal-oriented and persistent, who also enjoys inspiring and motivating other people.
- You have a strong sense of independency and responsibility but you can also work as part of a team.
- For this position, you must have a very good command of written and spoken German and English.

Our offer

- An outstanding working atmosphere in a dynamic and ambitious team
- Excellent research management and development opportunities
- A meaningful, inspiring, and international environment
- Access to state-of-the-art infrastructure
- Flexible working hours, discounted lunch in our canteen and other great benefits
- Great location in the center of Vienna, a capital of biomedical research in Europe with excellent quality of life
- A fair and attractive salary package starting at € 3.000,00 on full-time basis with a view to increase based on your qualification and experience

Who we are

The St. Anna Children's Cancer Research Institute (CCRI), located in the center of Vienna, the world's most livable city and one of Europe's most important places for biomedical research and life sciences, is an international and multidisciplinary competence center striving to improve treatment of children and adolescents with cancer by connecting translational and clinical research with open-minded exploration of basic disease mechanisms. Through close cooperation between clinic and research, the CCRI provides an ideal environment for cutting-edge research and its translation into clinical practice. To achieve our ultimate goal of advancing the well-being of patients, the CCRI constantly pushes scientific boundaries and strongly promotes close collaboration and exchange with external institutions like the Medical University of Vienna, CeMM Research Center for Molecular Medicine of the Austrian Academy of Sciences, the Institute of Molecular Biotechnology of the Austrian Academy of Sciences (IMBA) and the Institute of Molecular Pathology (IMP).

The CCRI is an equal opportunity employer. We value diversity and are committed to providing a work environment of mutual respect to everyone without regard to ethnicity, religion, national origin, age, gender identity or expression, disability, or any other characteristic protected by applicable laws, regulations and ordinances.

Find more information here: <https://science.ccri.at/> or <https://kinderkrebsforschung.at/>.

Your application

We are looking forward to your application! Applications should at least contain your Curriculum Vitae and a cover letter.

Apply now