



UNIVERSITY
OF WARSAW

CeNT CENTRE
OF NEW
TECHNOLOGIES

Research Grants Officer

Description:

Centre for Quantum Optical Technologies (QOT) International Research Agenda Unit (IRA) is looking for a highly motivated and organised person to coordinate applications, implementation and reporting of national and international research and infrastructural projects.

The Centre has been established in partnership with the **University of Oxford** under the **International Research Agenda Programme** operated by the **Foundation for Polish Science** and is hosted by the **Centre of New Technologies**, an interdisciplinary scientific unit of the University of Warsaw focused on research and technology development. The **Centre for Quantum Optical Technologies (QOT)** aims to explore quantum phenomena, such as superpositions and entanglement, in optical and optically controlled system, with the long-term prospects of their practical utilisation.

Main Duties and Responsibilities

- to provide the administrative review of external grant applications and to ensure compliance with grant agency and University requirements
- to interpret and implement University and sponsor policies, procedures and guidelines
- complex administrative, formal and financial management of international or national grants (funded by NCN, NCBR, EU, FNP, ONR, ESA, MNiSW)
- to liaise with legal of the University of Warsaw as needed to facilitate the legal review of any agreements associated with awarded grants
- to advise QOT IRA Unit members on appropriate research funding opportunities through a variety of mechanisms as appropriate (e.g. funding calls, website, information sessions)
- to maintain contacts with representatives of funding institutions and central administration of Warsaw University

Qualifications / Requirements

- Solid knowledge of funding agencies policies relating to project is required, along with understanding of national policies governing the administration of grants at educational institutions.
- MSc or PhD in Physics, Mathematics or Informatics will be an asset.
- High level of flexibility and ability to adapt to changing workloads and priorities required.
- Ability to provide accurate information professionally, courteously and in a timely manner, respecting appropriate confidentiality, is required.
- Must be a fast learner, able to work independently with appropriate instruction and minimal supervision.
- Good knowledge of Microsoft Office (Word, Excel and PowerPoint) is required.
- Excellent written and verbal communication skills both in Polish and English, strong time management, organizational and interpersonal skills are required.
- Sound decision-making capabilities required.
- Previous experience working within a higher education institution, research institution, funding agency or similar organization is preferred.

- Several years of demonstrated experience in a research environment, preferably at a major university, and in administrative procedures and computer applications would be considered a strong asset.

We offer:

- Competitive salary adequate to presented skills and experience
- Employment contract
- Interesting and challenging work in an international environment

To apply, please send your CV, a cover letter in English, detailing your relevant experience and motivation to join us and consent clause for processing personal data in the application process, signed and scanned, or electronically signed, that can be downloaded from <http://got.cent.uw.edu.pl/positions/> by e-mail got-jobs@cent.uw.edu.pl, quoting reference [Research Grants Officer], until November, 15th 2020

Thanking all applicants for their interest, we will contact only selected candidates.

Project Quantum Optical Technologies carried out within the International Research Agenda Programme (IRAP) of the Foundation for Polish Science

