



LASIM – Laboratory for Handling, Assembly and Pneumatics
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Subject: Call for a new position in LASIM - project manager

Tasks and responsibilities:

1. Familiar with national ARRS project tenders/calls, review/monitoring of project calls, familiar with the rules (Slovenian strategy S4 and S5), project application forms and templates.
2. Familiar with European calls, review/monitoring of European project calls, familiar with directives (Horizon Europe, European Green Deal, European Factories of the Future EFFRA), familiar with EU Funding & Tender documentation/templates, EU regulations, familiar with European Commission application platform.
3. Involving in preparation of project applications (mainly international), preparation of project agreements (GA - Grant Agreement), consortium agreements (CA - Consortium Agreement), coordination in the preparation of project content in cooperation with the UL FS LASIM team, UL as a partner, UL as a project coordinator.
4. Management and coordination of EU projects, management and coordination of work groups.
5. Communication and cooperation with project partners, cooperation between working groups in the preparation and implementation of projects.
6. Helping with tasks of an administrative nature, dissemination/exploitation project activities, and promotion of project activities (cooperation with the UL FS project/research office, cooperation with UL FS office for economic affairs and communication, preparation of promotional material for FS social networks and others).
7. Organization of meetings, preparation of minutes of meetings, preparation of materials for meetings, preparation of draft reports, review and finalizing of reports during reporting periods.
8. Taking care of material and materials on project platforms (Repositories, MS Teams, Share point).

We offer:

1. Employment for a fixed/variable time with a 6-month trial period.
2. Full-time employment (8:00 am – 16:00 pm).
3. Training and induction for new employees.
4. Employment in an orderly and creative work environment.
5. Possibility for personal and career development.

Requirements:

1. Education: completed Master degree study or at least a Bachelor degree study in the field of Economics, Management or Organizational Sciences.
2. Familiar with different tools: Office, ZOOM, Teams, Web pages (designing in WordPress, HTML).

Prior knowledge and work experience:

Desirable competencies in the field of project management.

Work experience in the field of management and coordination of EU projects, coordination of work groups and other international projects is desirable.

In case of your interest, please contact: Marko Šimic, marko.simic@fs.uni-lj.si