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Research Support Officer/ Project Manager (1.0 FTE)

Job description

To strengthen our team at the Research Support Office (RSO) of the Faculty of Law, Economics and Governance (LEG) we now have a vacancy for an experienced Research Support Officer. You will support scientists in all stages of applying for national and international grants and will also be involved in the project management of successful applications. This is an exciting opportunity for an experienced research administrator to join an established and successful RSO team supporting a vibrant Faculty, based in the Centre of Utrecht.

The tasks that comprise this job include:

- providing information about funding opportunities and grants, both national and international, to scientists;
- providing support during the writing process in the non-scientific part (e.g., the chapters on social impact or data management);
- drawing up, in collaboration with the Faculty controller, a sound project budget for the grant provider;
- providing primary legal support, such as the evaluating the financial / administrative and legal aspects. For complex issues, the University Legal Department can assist;
- function as a linking pin between all the Departments involved within the LEG Faculty when applying for grants. Discuss and work together with RSO colleagues from other Faculties when more than one Faculty is involved in an application;
- project management for one or more H2020 collaborative projects, duties including, but not limited to, preparation and submission of financial reports, managing the Consortium, organizing project annual conferences and leading all correspondence with the European Commission;
- providing support as the point of contact for a Department within the Faculty;
- working with RSO colleagues in the development and management of processes and internal governance.

Qualifications

The ideal candidate for this position has:

- 3 years experience of working in a Research Support Office;

- in depth knowledge of grant conditions of the EU grants and preferably also Dutch ones;
- proven experience of leading research grant submissions;
- knowledge of research project and programme coordination;
- a pro-active attitude and a 'can-do' attitude;
- a talent for working in the institutional environment of a large scale University;
- experience and affinity with research project management;
- excellent command of the English language;
- the flexibility to travel abroad on a regular basis;
- ability to work independently and as part of a team;
- excellent communication skills.

Offer

This is a temporary appointment (1.0 FTE) for one year with prospect of extension or indefinite employment. The salary - depending on previous qualifications and experience - ranges from €3,637 to €4,978 (scale 11 according to the Collective Employment Agreement of the Dutch Universities) gross per month for a full-time employment. Salaries are supplemented with a holiday bonus of 8% and a year-end allowance of 8.3% per year. In addition, Utrecht University offers excellent secondary conditions, including an attractive retirement scheme, (partly paid) parental leave and flexible employment conditions (multiple choice model). Here you'll find more information [about working at Utrecht University](#).

About the organization

A better future for everyone. This ambition motivates our scientists in executing their leading research and inspiring teaching. At Utrecht University, the various disciplines collaborate intensively towards major societal themes. Our focus is on Dynamics of Youth, Institutions for Open Societies, Life Sciences and Sustainability.

The University has an active and well-developed Research Support Office network, where colleagues from all Faculties work together and share knowledge and experience. The Faculty of Law, Economics and Governance (LEG) is one of the largest Faculties within the Utrecht University. It has a strong growth ambition in terms of submitting successful proposals to funding agencies, the most important ones being the European Commission (H2020, DG JUST Action Grants, OLAF) and NWO (Vernieuwingsimpuls, Topsectoren, Nationale Wetenschapsagenda). To this end, our Faculty has an active policy of talent scouting and recruiting scientists to apply for national and international (EU) funding. A team of Research Support Officers supports our scientists during the process of applying, as well as when they have already acquired funding (project management). Our Research Support Officers all have a work portfolio containing both advice and support of proposals

and project management of successful proposals. Project management is done for the large collaborative projects under the H2020 framework.

Additional information

For more information about this position, please contact Pieta van Wees, Department Manager, via p.a.vanwees@uu.nl or +31 6 38 06 65 42.

Apply

To apply, please send your curriculum vitae, including a letter of motivation via the 'apply' button below.

The application deadline is

27/05/2019

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