

**The University of Ljubljana, Biotechnical Faculty invites candidates to apply for the position of**

**Project manager VII/2 (I) M/F for work on the FOODOMICS project**

Number of positions posted: 1

Position code: D505721

Salary scale: VII/2

Salary subgroup: D5

Status: full time

Type of employment contract: temporary from 1. 3. 2025 until 31. 1. 2030 (for the work on project FOODOMICS)

Probation period: 3 months

Under the acquired funding from European Commission Work Program HORIZON EUROPE – ERA Chair, a new Center of Metabolomics in food and nutrition (FOODOMICS) is being established at University of Ljubljana, Biotechnical Faculty (UL-BF), Slovenia. The centre links together metabolomics disciplines – food science, nutrition, chemistry, microbiology, health, agronomy, environment with the aim of creating new advances in food production, food processing, food quality assessment, health and environmental protection. We are announcing an open position for a project manager (hereinafter referred to as the manager) for the FOODOMICS project for the duration of the project (until January 31, 2030). During this period, the manager will assist with the organizational and financial management of the project, which involves researchers applying for and implementing research and industrial projects, as well as organizing professional workshops and summer schools. The manager will also support the preparation of reports, dissemination of results, and communication and public relations. The candidate must have experience in administrative and financial project management as well as event organization.

More about the project: <https://cordis.europa.eu/project/id/101186975>

**Short work description:**

- Providing assistance to Chair holder and coordinator of the project,
- Overall administrative and financial project management,
- Coordination of project meetings,
- Preparation of progress reports and a final report,
- Management of day-to-day activities during the project,
- Administration of contracts,
- Cooperation with Project coordinator regarding specific administrative and financial issues, when needed,
- Assessment and management of potential risks during the project

**Conditions for the position:**

- Specialization after higher education (previous system) in social sciences or natural sciences; or
- Higher university education (previous system) in social sciences or natural sciences; or
- Master's degree (2nd Bologna cycle) in social sciences or natural sciences
- Proficiency in English and Slovenian
- Knowledge of computer software applications

- Familiarity with relevant regulations
- Strong communication skills
- Leadership and organizational abilities
- 4 years of work experience
- Probation period: 3 months.

**Application Deadline:** From 22. 1. 2025 until 22. 2. 2025

Candidates should send their applications with the required supporting documents to the email address: **ks@bf.uni-lj.si**, or by mail to: **University of Ljubljana, Biotechnical faculty, Jamnikarjeva 101, 1000 Ljubljana**.

The application should also include an email address among the contact details.

**Contact Person:**

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The University of Ljubljana promotes gender equality in employment and work.



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