

# Grants (Pre-Award) & Human Resources Officer (m/f/d)

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The mission of CeMM, the Research Center for Molecular Medicine of the Austrian Academy of Sciences, is to achieve maximum scientific innovation in molecular medicine for the improvement of health care. CeMM is an international research institute and a founding member of EU-LIFE, an alliance of leading European life science institutes. At CeMM, an international and creative team of scientists and physicians pursue free basic research in the life sciences in a large and vibrant hospital environment with an outstanding medical tradition and practice. CeMM's research is based on post-genomic technologies and focuses on diseases of major societal importance, such as immune and infectious diseases, cancer, aging, and metabolic disorders. CeMM operates in a unique mode of super-collaboration, linking biology with medicine, experimentation with computation, discovery with translation, and science with society and the arts.

CeMM discovers and develops technologies to explore human biology with the aim of defeating disease at its roots. **Science is our Medicine!**

To further develop our strong and forward-looking HR/Grant strategies, we are looking for a motivated

## Grants (Pre-Award) and Human Resources Officer (m/f/d)

Fulltime, 40 hours per week

### Your role

As a member of the HR team, you will work together with the Funding Manager to identify funding opportunities for research groups and support our scientists in submitting grant applications. In addition, you will support CeMM employees with HR administration topics, which include contract amendments and renewals.

### Grants Pre-Award tasks

- Grant writing support, in particular:
  - Advising scientists/researchers on funding opportunities
  - Coordinating and managing grant applications
  - Proofreading of proposals
  - Budget calculations
- Preparation of grant agreements / consortium agreements
- Provide Financial and legal advice to CeMM scientists

- Provide general advice on grant related issues
- Contribute to the overall performance of the Grants (Pre-Award) function by proposing solutions, participating in projects, and liaising with other administrative functions and external service providers

## Human Resources tasks

- Act as a focal point and liaison for employees on HR related questions (employment contract renewals, labour law questions etc.)
- Coordination with the finance department regarding the financing of personnel costs and cost centers
- Develop HR metrics and create reports to evaluate the success of different HR processes
- Provide support on different ongoing HR processes (PhD & Postdoc program support, time recordings, etc.)

## Your profile

We are looking for a motivated Finance/ Grants professional and/or Human Resources who can demonstrate credibility and the ability to build strong relationships. The successful candidate will have a university degree and ideally relevant Grants/HR experience.

## Key competencies and skills required

- Good understanding of national/international funding landscape (FWF, WWTF, Horizon Europe, etc.)
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines.
- Strong interpersonal and communication skills.
- Confidence and ability to engage, communicate and build relationships at all levels within an organization.
- Ability to work both as part of a team and independently.
- Strong customer focus to provide quality service to employees at all levels of the organization.
- Strong analytical and evaluative skills.
- Proven project management skills.
- Ability to multi-task under tight deadlines.
- Excellent computer skills (proficiency in MS Office, reporting tools, Internet)

## You might also have

- A good working knowledge of German is an advantage
- Experience in scientific writing would also be an advantage
- Experience of working in an international environment is highly desirable
- Good understanding of Austrian labour law is an advantage

*\*Don't meet all the requirements? We are committed to building a diverse, inclusive and authentic workplace, so if you're passionate about this role but your experience doesn't perfectly match every qualification in the job description, we still encourage you to apply.*

## We offer

CeMM is a proud recipient of the HR Excellence in Research Award (HRS4R). This award demonstrates that CeMM cares about the well-being of its staff, that the recruitment process is open, fair, and transparent, and that CeMM provides professional appraisals and career development procedures. CeMM employs more than

300 members, including auxiliary groups, from 47 nationalities. The working language is English. The Institute promotes equal opportunities and is home to a mix of different talents, backgrounds, and competencies.

[www.cemm.at](http://www.cemm.at)

- Work in an experienced, interdisciplinary, and international team in one of Europe's leading research institutes.
- Plenty of opportunities to contribute and gain experience in a key area of biomedical research and precision medicine.
- A wide range of social, cultural and sports activities are organized by the Institute.
- Excellent benefits including full insurance coverage (health, accident, pension), healthcare services, subsidized company cafeteria.
- Minimum gross monthly salary of EUR 3,800 paid 14 times a year
- Normal working week is 40 hours. Core working time is the working time during which the employee must be present at the workplace. Monday to Thursday from 09:00 to 15:00 and Friday from 09:00 to 13:00. A maximum of 1 home office day per calendar week may be used.
- This role is based in Vienna, Austria. You will be required to relocate if you are based elsewhere, and you will receive a generous relocation allowance to support you.

## Applications details

Please apply online: <https://cemm.onlyfy.jobs/job/bwjwoao4> with a cover letter explaining your strengths and qualifications in relation to the open position at CeMM, your CV and the contact details of 2 referees. Applications will be reviewed on a rolling basis.

### Additional information

City	<b>Vienna</b>
Position type	<b>Full-time employee</b>
Start of work	<b>01.10.2024</b>

### Responsible

Memo Mokhles

Apply now

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