

Job market 2906

With around 6.500 employees and 8.600 students, the Medical University of Vienna is one of the largest top-level biomedical research and teaching institutions in Europe. The **Ignaz Semmelweis Institut – Interuniversitäres Institut für Infektionsforschung (Direktion)** of the **Interuniversitären Organisationseinheiten** is looking for a (full-time – 40 hours per week) **Grant Manager (f/m/d)**. This is a permanent position.

Help drive outstanding research by managing projects at the intersection of science, finance, and administration.

Are you detail-oriented, strategically minded, and capable of keeping track of complex processes? Do you want to contribute to impactful scientific innovation while working closely with researchers, institutions, and funding bodies? If so, we look forward to receiving your application for the role of **Grant Manager with a focus on research funding and project management**.

In this pivotal role, you will support researchers and institute leadership in the planning, implementation, and administration of national and international third-party funded projects. You will act as the key contact for administrative, financial, and coordination matters throughout the entire funding cycle.

Your Tasks – diverse and impactful

- **End-to-end project and funding management:** from grant application to fund administration and final reporting
- **Supporting funding proposals:** including budgeting, contract review, and ensuring compliance with funding requirements
- **Coordinating with internal stakeholders:** (e.g., MedUni Vienna, Graz, Innsbruck, JKU Linz, Vetmeduni Vienna) and external partners and funding bodies
- **Ensuring compliance:** monitoring ethical standards, data protection, and funding regulations
- **Contract administration:** managing and tracking agreements such as Material Transfer Agreements (MTAs), Confidential Disclosure Agreements (CDAs), and cooperation contracts
- **Reporting and documentation:** preparing project reports, financial summaries, and progress presentations
- **Project-related public relations and internal communication**
- **Financial management and controlling:** for research-related third-party funding
- **Organizing project-related meetings:** including preparation, minute-taking, and follow-up

Your Profile – qualified, structured, and solution-driven

- Completed university degree, ideally in business administration, public administration, natural sciences, or a related field
- Several years of relevant professional experience in writing funding applications at national and EU level in the research or higher education sector
- In-depth knowledge of third-party funding and research project administration
- Experience in financial and budget management, including controlling and compliance with funding conditions

- Strong proficiency in MS Office (especially Excel, Word, PowerPoint); experience with research or administrative software (e.g., SAP, EDM) is a plus
- Excellent organizational and communication skills paired with an independent and structured work style
- High service orientation, a hands-on mindset, and enthusiasm for interdisciplinary collaboration
- Fluent in German and English (written and spoken); additional languages are a plus

We Offer

- A meaningful role with direct impact on research success
- A dynamic, academic work environment with purpose and collaboration
- The opportunity to shape processes and contribute your expertise
- Job ticket as a contribution to climate protection
- Secure employer with a pleasant working atmosphere
- Company pension scheme for all employees
- Low cost parking and parking spaces for bicycles available
- Flexible working hours
- Good work-life balance
- Good transport links in a central location
- Canteen with discounted meals
- Numerous employee discounts and promotions
- Year-round childcare such as company nursery or holiday activities
- Comprehensive training and development program
- Counselling services as required
- Health measures for prevention and health promotion
- Employee events (events for networking and celebrating as well as specialist presentations)
- Accessibility and commitment to diversity and inclusion

The minimum monthly salary for this position (Uni-KV, VerwGr. IVa) is currently Euro 3.390,-- gross (14x per year) on a full-time basis and may be increased by taking into account relevant previous experience and other salary components related to the specificities of the job.

We welcome and encourage applications from people with disabilities and/or chronic illnesses. If you have any questions, please contact the Disability Liaison Officer of MedUni Vienna. Information can be found at <https://br-ap.meduniwien.ac.at/en/ueber-uns/behindertenvertrauenspersonen/>.

Please see www.meduniwien.ac.at/datenschutz/bewerbungen_en for our data protection policy.

Ready to put your skills to work in a meaningful setting? We look forward to your application!

Please send us your complete application documents, consisting of a CV, covering letter and, if applicable, references and certificates in support of the required qualifications. For regulated professions, please also enclose proof of professional authorisation.

Please quote **reference number: 409/25** in the subject line and send your application by **02/07/2025** to: bewerbungen@meduniwien.ac.at.

We look forward to receiving your application!