

ADVERTISEMENT FOR AN EMPLOYMENT POSITION

The Research Institute for Labour and Social Affairs (RILSA/VÚPSV)

is a public research institute with a 100-year tradition.

Its main activity consists of applied research in the field of labour and social affairs at the regional, national and international levels.

The Institute announces a selection procedure for the following employment position

Head of the Family Policy Research Working Group

Ref: VÚPSV/292/2020

The main responsibilities of the position consist of:

- The management of processes and activities that make up the agenda of the research working group focusing on issues, policies and practices in the field of the family and population ageing in the required quality and quantity.
- The complex personnel management and leadership of the directly subordinate employees of the research working group (up to 10 persons).
- The management of resources (human, financial, information, material-technical) employed by the research working group.
- The monitoring of developmental trends, the search for new scientific research opportunities, the submission of proposals for innovation concerning the various scientific research activities covered by the research working group.
- The preparation and implementation of research plans and projects, including their management and communication with clients, etc. by the relevant actors.
- The assessment and improvement of activities in all the areas addressed by the research working group.
- The compilation of information, reports and other documents as required by the managing director or deputy managing director.
- Cooperation with other senior employees and managers on projects when required.

Requirements:

- University education to the level of doctorate (Ph.D.) in the field of social sciences.
- A knowledge of English at a minimum of Level 1 (*as attested by the passing of one of the examinations listed in the Standardised Examinations List issued by the Ministry of Education*).
- Experience of the management and leadership of employees in working teams involved in scientific research activities and projects.
- Concept of the development of a research working group (research team), including the organisation of the workload and the management of the research

working group members (*compilation of a paper of between 3 and 5 standard pages in the Czech language*).

- A knowledge of Czech at the native speaker level.
- PC skills and a knowledge of working with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and systematically; reliability, flexibility and responsibility.
- Organisational, communication and presentation skills.
- No criminal record (evidenced by an affidavit).
- Legal capacity (evidenced by an affidavit).
- Medical capacity (evidenced by an affidavit).

Advantages for successful application:

- Knowledge of another world language, especially French and/or German.
- Knowledge of the SPSS and ATLAS.ti programs.
- Experience of working at a public research institution.
- Experience of the public administration environment.

We offer:

- A full-time position at a public research institution
- A fixed-term employment contract - 1 year, with the potential for extension for an indefinite period.
- 5 weeks of annual holiday entitlement.
- 5 automatic sick days annually.
- Flexible working hours.
- The option of home office arrangements.
- Meal vouchers.
- Further education as part of the Institute's employee development scheme.

Expected date of the commencement of employment: **1 July 2020**

Place of employment: Dělnická 12, Prague 7 - Holešovice

Application requirements:

- A structured CV with a motivation letter.
- Document - Concept of the development of a research working group (research team), including the organisation of the workload and the management of the research working group members (between 3 and 5 standard pages in the Czech language).
- Copy of the certificate of the highest level of education attained.
- Copy of the foreign language examination certificate.
- Official evidence of no criminal record.

- Official evidence of legal capacity.
- Official evidence of medical capacity.

For more information on the selection process, please contact:

PhDr. Eva Žilay +420 211 152 710, eva.zilay@vupsv.cz.

In case of interest, please submit your application form with the required documents (in person, electronically or by post) **no later than 28 May 2020** (inclusive) to the following address:

Research Institute for Labour and Social Affairs.

Ing. Iva Veselá

Dělnická 213/12

170 00 Prague 7

Data box: xy9n88n

e-mail: vupsv@vupsv.cz

Failure to substantiate the documents required as outlined above may form grounds for exclusion from the interview process. In the case of documents for which a copy is required, you will be required to submit the original for examination prior to the interview.

By submitting an application for the above employment position, you confirm that you are not aware of any personal or professional relations that could result in a conflict of interest when undertaking the activities involved in the position you are applying for.