

In accordance with the Article 4 of the Labor Rulebook of the International University of Sarajevo (IUS-UO-08-16-1/19), **International University of Sarajevo** announces the following:

JOB ANNOUNCEMENT
for the vacant position of
ASSISTANT TO MANAGER OF THE OFFICE OF SPONSORED PROJECTS
- 1 (one) person (m/f)

SKILLS AND REQUIREMENTS:

- University degree in Education/Administration/Management, and/or other related field;
- Knowledge of English is essential;
- Knowledge of other language is desirable;
- Computer skills are essential;
- Minimum 1 year of relevant work experience;
- Experience in strategic planning, fundraising, networking and risk management; sponsored research/grant experience within higher education/experience in applying for domestic, EU and other projects is desirable.

DUTIES AND RESPONSIBILITIES:

- Maintains and updates all grant files and other official records, record keeping systems, records retention, both in hard and soft copies;
- Researches and interprets funding opportunities to determine appropriateness for the University;
- Assists with preparation of project proposals and other documents, data entry of grant proposals/awards;
- Assists with preparation of monthly/annual reports by helping compile and logically format statistical data;
- Assists the Manager in all phases and aspects of the project;
- Complies and ensures quality of the administrative work for the Office of Sponsored Programs which includes copying documents, answering telephones, providing information or routing calls to appropriate person, handling incoming mail and preparing outgoing mail, typing memos and other correspondence;
- Prepares meetings, agendas and related attachments;
- Maintains and updates the Office of Sponsored Programs website;
- Creates newsletters and other publication materials with the Manager's assistance;
- Provides and schedules supporting activities associated with major meetings, conferences, training sessions, travel, ordering office supplies;
- Other duties assigned by the Manager.

WHAT WE OFFER:

- Diversified range of tasks in an international and dynamic environment;
- Friendly and inspiring work atmosphere;
- Continuous development and support;
- Attractive compensation and benefits;
- Team building.

HOW TO APPLY:

All candidates should submit the following documents in the application:

1. **A detailed resume in English with a recent photo;**
2. **A cover letter in English.**

Applications can be submitted in three ways:

1. **Personally**, to the protocol at IUS Campus (Monday to Friday from 08:30 to 17:00);
2. **Via postal service**, by sending it to address *Hrasnička cesta, 15, 71210 Ilidža* or
3. Via option: "**PRIJAVI SE NA OGLAS**" at mojposao.ba.

Candidates who submit their application personally or via postal service should indicate the position for which they are applying on the envelope.

Selection of the candidates who meet the requirements of the competition shall be made by the Committee. Prior testing of IT skills, work skills, communication skills, motivation and orientation towards teamwork shall be conducted with the shortlisted candidates.

A fixed-term contract for one year, with a probation period of six months shall be concluded with the selected candidate.

The job announcement will be open until August 5, 2023.

Incomplete, untimely, and irregular applications will not be taken into consideration. The application documents will not be returned to the candidate.