

WE ARE HIRING

Project Manager (f/m/x)

FOR A EUROPEAN RESEARCH PROJECT

Join the QuRAK Center of Excellence team
and help bring quantum physics closer to a wider
audience.

- **an international environment and a Teaming for Excellence project**
- **a real impact on the development of the institute and consortium**
- **coordination of the project, budget, reporting and partners**

APPLY →

recruitment@cft.edu.pl



SCIENCE
OPEN TO
THE WORLD

QuRAK

Center of Excellence
for Quantum Research



Funded by the
European Union

Project 101250265 — QuRAK — HORIZON-WIDERA-
2025-ACCESS-01

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01 / ABOUT THE INSTITUTE AND ROLE

About CTP PAS and the QuRAK project

The Center for Theoretical Physics of the Polish Academy of Sciences (CTP PAS) has secured the prestigious “Quantum Research and Applied Knowledge” (QuRAK) project under Teaming for Excellence, which will transform the institute into a Center of Excellence. The project builds on CTP PAS’s recent success in securing research funding, including 11 European projects (two ERC Synergy grants, ERA Chairs and TfE), an MAB project and numerous NCN projects (including three Maestro grants).

QuRAK, together with complementary funding from the Polish Ministry of Science and Higher Education (MNiSW) and the Foundation for Polish Science (FNP), will support, among other activities, the reorganisation of the institute, the establishment of research groups, mobility programmes, research valorisation, extensive science outreach, joint development of international educational pathways, computing infrastructure and international recruitment.

Management structure: Project Coordinator (K. Pawłowski), Deputy Coordinator (R. Augusiak); the team overseeing compliance with the project concept comprises K. Pawłowski, R. Augusiak, A. Raiter-Smiljanic, K. Barantseva, the Project Manager and the Head of Administration at CTP PAS.

Project partners: ICFO (Barcelona), University of Stuttgart, University of Warsaw, Copernicus Science Centre and empiriQa.

Your mission

Ensure the continuity, efficiency, compliance and effective documentation of our consortium.

Your responsibilities

- Coordinate and manage the project in cooperation with the Coordinator (Prof. K. Pawłowski); the detailed division of responsibilities will be agreed with the Coordinator.
- Lead and implement Work Package 1 (WP1: Management).
- Maintain regular contact with partners, collaborators and the European Commission.
- Coordinate and prepare project documentation (Consortium Agreement, amendments, changes and reports), including deliverables.
- Ensure effective communication among team members, partners and funding institutions, including the European Commission.
- Plan and monitor project progress, indicators, results and expenditure; prepare analyses and summaries; identify and monitor project risks.
- Oversee the project scope, schedule and compliance with its objectives.
- Organise the work of project teams; recruit project staff together with HR; onboard employees in project matters; and allocate resources to tasks.



- Prepare and chair internal and external project meetings, and organise consortium meetings and project conferences.
- Represent the project at international events, conferences, workshops, sector meetings and partner meetings.
- Manage the project budget and monitor expenditure.
- Verify cost eligibility and compliance with budget categories.
- Optimise the use of project funds and identify opportunities to allocate them effectively.
- Contribute to the preparation of financial statements and settlements.
- Oversee and account for personnel costs (setting daily rates, recording working time and monitoring resource use) and other expenses, in accordance with financial guidelines, call rules and national and EU legislation, in cooperation with the Financial Coordinator.
- Cooperate with finance and administration departments on project financial settlements.
- Prepare, collect and archive project documentation.
- Oversee data entry and reporting in the Funding & Tenders Portal.
- Supervise the Administrative Assistant.

02 / REQUIREMENTS AND CONDITIONS

Required

- A higher education degree (at least a Master's degree).
- At least 2–3 years of documented experience managing or coordinating international research and development projects, particularly Horizon 2020 / Horizon Europe / FENG / NCN / NCBR.
- Practical knowledge of the Funding & Tenders Portal, reporting requirements (deliverables, milestones) and EU project cost-eligibility rules.
- Fluent written and spoken English (minimum C1, the consortium's working language).
- Strong organisational, analytical and interpersonal skills.
- Experience in project management.



Desirable

- A PhD, preferably in physics or another exact science.
- Experience facilitating science–business relations and implementing multi-partner consortium projects.
- Experience in an academic environment or research institution.
- Experience with international recruitment.
- Knowledge of national and EU regulations governing R&D projects.
- Experience in community work, scouting or volunteering, particularly a scouting instructor qualification or higher.
- Analytical thinking and problem-solving ability, combined with excellent communication and interpersonal skills.

Support available

- Support from an Administrative Assistant.
- Support from a Financial Coordinator experienced in European projects.
- Committed project team members motivated to build something new together.

Employment conditions

Type of employment:	full-time employment contract
Duration:	initial contract: 1 year (including a 3-month probationary period), followed by employment until the project ends; further employment may be possible if the project is extended
Work location:	Warsaw (CTP PAS); hybrid work possible
Salary:	PLN 15,000–20,000 gross/month in total, including base salary, seniority allowance and project-related allowances; possible salary increase after one year
Start date:	from 1 November 2026

Benefits

- subsidised MultiSport card,
- option to join an additional medical package
- funding for professional training and certification
- social benefits, including support for holidays for employees and their children, as well as nursery and kindergarten fees.



04 / SELECTION AND APPLICATION

Recruitment timeline

- Application deadline: 20 October 2026.
- Invitations to interviews and test assignments: by 22 October 2026.
- Interviews: by 31 October 2026.

Evaluation criteria

30% Organisational and management skills	portfolio of organised events and the applicant's role in them; grant budget management, financial reporting and consortium agreements
30% Experience with EU/R&D projects	number and scale of documented EU projects (e.g. Horizon 2020, Horizon Europe, Interreg, FENG); international or consortium experience; knowledge of reporting and deliverable preparation
20% Interpersonal skills	clear communication, ability to connect different groups (researchers, business, outreach), negotiation and chairing consortium meetings
20% Other skills, experience and knowledge	including a PhD; scouting experience at least at instructor level; knowledge of exact sciences; analytical skills; rapid synthesis of information; and other relevant project competencies

Application

Send your CV and cover letter to: **recruitment@cft.edu.pl** | Deadline: 20 October 2026.
Please include reference number TfE/25/2026 in the email subject line.

How we recruit

We carefully review every application. Candidates whose experience and skills match our needs and requirements are invited to an interview.

Throughout the process, we keep in touch with candidates and strive to make interviews welcoming. We take an individual approach to each person, including accommodating the needs of candidates with disabilities.

We welcome feedback after the recruitment process, as it helps us continually improve our recruitment practices.



Our commitment to equality, diversity and inclusion

CTP PAS fosters an inclusive environment regardless of individual, physical or social characteristics. We value teamwork, recognise and appreciate each person's strengths and support every employee's career development.

Equality, respect and openness are fundamental values in an academic environment where diversity is essential. We strive to provide a safe and inclusive space for all members of our scientific community.

CTP PAS has established rules for reporting breaches of law and protecting whistleblowers.

If you need reasonable accommodations or a more accessible format to apply for this position online, please contact recruitment@cft.edu.pl.

