

Job ID: IKGA036ADM221

The Institute for the Cultural and Intellectual History of Asia (IKGA) of the Austrian Academy of Sciences (OeAW), Austria's central non-university research and science institution, was founded in 1991. It is dedicated to long-term research on Asian cultures. The geographic and cultural area under consideration includes East Asia, Southeast Asia, South Asia and Central Asia. The Institute facilitates research in cultural history and the history of ideas in the disciplines Indology, Tibetology, Sinology, Japanology, Buddhist Studies, Religious Studies and Philosophy. Research at the Institute, concentrated on selected areas of focus, is grounded in primary sources in the relevant languages and avails itself of philological-historical methods enriched with accents derived from cultural studies. Currently, the IKGA is offering a

PROJECT MANAGER POSITION (F*M)
for an ERC-funded project
(part-time, 8 hours per week)

starting July 1, 2021.

The position is part of the ERC Consolidator Grant project "The Dawn of Tibetan Buddhist Scholasticism (11th–13thc.)" (ERC CoG 101001002 - TibSchol) (directed by Dr. Pascale Hugon). This project integrates the contextual aim of reconstructing the early Tibetan scholastic landscape with the conceptual aim of exploring the Tibetan scholastic method. This involves: Mapping the networks of Tibetan scholastics in the 11th–13th c.; charting the early bKa' gams pa scholastic corpus; investigating seminal features of the early Tibetan scholastic toolkit; studying how this toolkit was applied in hermeneutics and argumentation.

Further information on the project: <https://cordis.europa.eu/project/id/101001002>

Your tasks:

- carry out administrative and organizational duties related to the project
- manage project timelines, project schedules and budget forecasts
- prepare material (figures and narratives) for periodic reports
- liaise with the Austrian Academy of Sciences' internal departments (Personnel, Accounts, Third-party funding dept.)

Your profile:

- self-organized individual with a high level of social competence
- excellent written and oral communication skills in English and German
- sound knowledge of MS Office programs, incl. Word, Excel, PPT (InDesign a plus)
- some accountancy knowledge; SAP basics desirable
- previous experience in an ERC-funded project, familiarity with EU documentation and the EU Funding and Tenders portal would be an advantage

The duration of the position is for a maximum of five years. The contract will initially be for 2 years and will be extended subject to a positive performance review. It terminates with the end of the project at the latest 30 June 2026. For the part-time position of 8 hours per week, we offer an annual gross salary of € 8.179,58 according to the collective agreement of the Austrian Academy of Sciences. Depending on experience and qualification, the salary can be negotiated.

Please send your application materials including cover letter and curriculum vitae by email as one PDF document to office.ikga@oeaw.ac.at (subject "Application TibSchol Project manager – Job ID: IKGA036ADM221") **no later than April 25, 2021.**

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. The OeAW lays special emphasis on increasing the number of women in senior and in academic positions. Given equal qualifications, preference will be given to female applicants.