

The Center of Plant Systems Biology and Biotechnology (CPSBB) offers the following position:

Specialist, training and development (24246003)

Occupation: Full-time

Period: Fixed-term contract, probation period of 6 months, possibility of extensions up to 5 years

Salary: Net salary 2140 BGN

Place: Plovdiv, Bulgaria

Apply no later than: January 31, 2024

CPSBB has already established itself as a leader in plant sciences in Bulgaria and South-East Europe. The financing of the position is carried out with the financial support of the EXECUTIVE AGENCY "PROGRAMME EDUCATION", Operational Programme „Research, Innovation and Digitalisation for Smart Transformation” (PRIDST).

Job Requirements:

- Master’s degree in Economics/related disciplines and accounting background;
- Minimum of 5 years of experience in the field of education and development;
- Experience in advanced administration with extensive knowledge of MS Office;
- Excellent Bulgarian language - written and spoken;
- Fluent use of English.

Main responsibilities:

- Identify training needs in the organization;
- Establish objectives for the development of human resources and evaluate the results of training;
- Design, coordinate, plan and conduct training and development programs in individual or group form, seminars, meetings, demonstrations and conferences;
- Liaise with external training service providers to ensure the organization of specific training and development programmes;
- Promote external and internal training and development and evaluate these activities;
- Control and carry out ongoing assessment of the quality of external and internal training, their effectiveness, review and improve the objectives, methods and course of training;

We offer:

- Fast changing and growing scientific environment. Career development in an international research institute;
- Funding is available immediately.

Deadline for application:

The application deadline is January 31, 2024 Interested applicants should send the following documents:

- CV
- letter of application, mentioning the position you apply for and the motivation to apply
- Recommendation(s) by former employers

You can apply for this job no later than 31.01.2024 by e-mail: secretary@cpsbb.eu