



National Centre for Plasma
Science & Technology

National Centre for Plasma Science & Technology

Research Co-ordinator

(12-Month Contract)

The National Centre for Plasma Science and Technology is the only Irish National Centre for plasma related research. It is a multidisciplinary centre bringing together scientists and engineers to address both fundamental and applied questions relating to the advancement and development of plasma related research for the benefit of both industry and society locally and internationally. The Centre has recently been successful in bringing in several new research awards and in order to cover the additional work load the successful candidate will be expected to take on the following duties.

1. Research Funding

- In conjunction with the Research Officer identify potential new sources of research funding – internally & externally to DCU, nationally and internationally
- Assist the relevant PI in the grant application procedure and ensure that all necessary requirements are fulfilled
- Support and Monitor grant submissions by NCPST PIs for reporting purposes and liaise closely with DCU finance to recover overhead income to the centre.
- Support grant applications ensuring appropriate budgets are submitted for the effective operation of the project – in particular identifying any shortfalls with technical/admin support/ facilities availability/ equipment requirements etc.

2. Project Support / Co-ordination

Provide direct project support for larger awards including the EMJD EXTATIC and the COST MP1101 Action. Duties will include:

- Ensure current project plans are being adhered to in close consultation with project stakeholders
- Provide regular updates on research progress to project stakeholders, alerting them to emerging technical issues or timeline slippage in a timely fashion
- Coordinate all programme meetings (at all levels from full team to individual researchers) and ensure meeting minutes are kept
- Co-ordinate
- Manage programme budgets and financial reporting requirements
- Manage the preparation of governance/annual/quarterly and metrics reports

3. Conference and Workshop Organisation

- Coordinate the NCPST's 'Plasmas as a Platform' seminar series in association with Dublin City of Sciences 2012.
- Identify potential funding stream to support conference/meeting organisation.
- Organisation and management of both international and local conference, workshops and events.
- Coordinate and submit final reports on all organised event.

Qualifications

Applicants must have a primary degree (ideally PhD) in a relevant discipline with at least two years' experience of working in scientific research environment. Knowledge of national and international research funding together with a track-record in project management and collaborative academic/industry research is required. Certification in project management (e.g., PRINCE2), while not compulsory, would be a distinct advantage. Candidates will also have excellent organisational, communication and influencing skills.

Closing date: 27th January 2012

Salary scale: €37,750 – €56,442
Subject to experience and qualifications

Application forms are available from:

www.dcu.ie/vacancies/APPLICATION_FORM_8pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500; Email: hr.applications@dcu.ie

Please email the completed application form, together with your CV, to: hr.applications@dcu.ie

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