



**KATOLICKÁ TEOLOGICKÁ
FAKULTA**
Univerzita Karlova

Č. j.: UKKTF/22941/2020

Prague, 28th January 2020

Charles University, Catholic Theological Faculty, represented by the Dean of the Faculty announces an open competition for the position Secretary to the Faculty.

Location: Catholic Theological Faculty, Charles University

Position: Secretary to the Faculty

Salary: according of wage regulation of Charles University

Job status: fulltime

Offer starting date: **1st April 2020**

Application deadline: **2nd March 2020**

Responsibilities:

- The Secretary to the Faculty will be responsible for the internal management of the Faculty in the extent set by the Dean.
- Will be responsible for managing the property entrusted to the Faculty.
- Will be responsible for preparing the budget of the Faculty and its auditing.
- Will be responsible for preparation of materials for allocation of the funds and its auditing.
- Will represent the Faculty in business, administrative and civil matters.

Profile:

- Maaster's degree.
- Experience with financial management and planning.
- PC skills.
- Active English skills.
- Good communication and organizatioanal skills.
- Ability to work both independently and in the team.
- Creative and systemic approach to task solution.
- Clean record of criminal convictions.

Candidates are expected to submit following annexes with an application:

- CV including professional skills and past experiences.
- Cover letter.
- Copy of a diploma.
- Consent to use personal information provided for the purposes of the tender within the meaning of the Act no. 101/2000 Coll., on personal Data Protection as amended.

We offer:

Varied and responsible work.

An opportunity for personal and professional development.

An Important and successful institution backround.

Flexible working hours.

Fringe benefits.

We kindly ask you to send the applications with the required documents by mail or to deliver them personally no later than 2nd March 2020 at the following address:

Katolická teologická fakulta Univerzity Karlovy, Pavlína Bílková, Dean's office, Thákurova 3, 160 00 Praha 6 or at: podatelna@ktf.cuni.cz.

Competitive hiring procedure is regulated by the Competitive Hiring Process Code of Charles University.

prof. PhLic. Vojtěch Novotný, Th.D.
Dean