



FAKULTA ARCHITEKTURY ČVUT V PRAZE

The Dean of Faculty of architecture CTU in Prague, Thákurova 9, announces a recruitment procedure for the position of academic staff in accordance with Section 77 of Act No. 111/1998 Coll. on Higher Education and on Amendments to Other Acts, and in accordance with the Code of the Selection Procedure of the Czech Technical University (CTU)."

Department of building theory

Position title: Assistant / Project manager, or Researcher engaged in teaching activities - Coordinator of development program instruction in the Lifelong Learning Program Development, preparation of teaching in the master's program Planning and Development, and related activities

Specialization: Technical and administrative worker
or
Researcher engaged in teaching activities coordinating instruction in the field of Development and Planning

Number of positions: 1 – Technical and administrative worker / Researcher engaged in teaching activities

Type of position: Technical and administrative worker,
or academic staff member - Researcher engaged in teaching activities

Salary scale: Assistant / Project manager: based on achieved qualifications salary scales 4-6 according to the internal salary regulations of CTU (28.000 – 34.000 Kč monthly on a full-time basis) with the possibility of performance-based personal evaluation 5.000-15.000,- Kč.

Researcher engaged in teaching activities: salary scale 2 according to the internal salary regulations of CTU (35.000 Kč monthly on a full-time basis) with the possibility of performance-based personal evaluation 10.000 - 20.000,- Kč.

Workload: 0,5 – 1,0 (20 – 40 hours per week)

Job description:

- coordination of LLP Development and the Master's program in Planning and Development
- participation in the preparation and organizational support of course instruction in LLP Development and the Master's program in Planning and Development
- involvement in the operations of the department and faculty



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Requirements:

- **common for both options:**
 - organisational skills,
 - familiarity with administrative processes in an academic setting is an advantage,
 - integrity

- **project manager:**
 - completed secondary education with a school-leaving certificate,
 - university education is welcome,
 - fluent in both Czech, alternatively Slovak, and English (teaching is conducted in both Czech and English)

- **researcher engaged in teaching activities:**
 - Master's degree education
 - fluent in both Czech, alternatively Slovak, and English (teaching is conducted in both Czech and English)
 - focus in real estate engineering or related fields (architecture and urbanism, spatial planning, strategic planning, regional development, real estate development, housing and housing policy, urban engineering, urban studies, real estate valuation, social and economic geography, etc.), or possibly experience in research in the field of the built environment, is welcome
 - teaching experience, experience in private and public development and other professional qualities (contribution to quality development, research, publications in domestic or international professional journals, or published theoretical works)
 - knowledge of additional language, domestic and international publication activity in professional journals with the expectation of continuing this activity, are welcome

Anticipated start date: 01. 06. 2025 or by mutual agreement

Application deadline: 28. 04. 2025

Application requirements:

1. Completed application form (see the attached template)
2. Attachments
 - a) motivational letter,
 - b) structured professional CV detailing a summary of professional, creative, teaching, publishing and scientific activities, including feedback
 - c) simple (unverified) copies of documents certifying university education and academic titles obtained – the successful candidate will provide the original



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documents or certified copies once the selection procedure has been completed.

Application process:

Please send your application along with all attachments by e-mail to the Personnel Department of FA CTU to the attention of petra.prusova@fa.cvut.cz.

Applications may be submitted in Czech, Slovak or English.

By submitting the application, the applicant gives consent to the processing of personal data for the purposes of the selection procedure in accordance with the General Data Protection Regulation (EU) 2016/679 and simultaneously consents to the distribution of submitted materials to the members of the selection committee.

Process of the recruitment procedure:

The announcement of the recruitment procedure has been published on the official notice board of CTU and on the public part of the FA CTU website.

The fulfillment of the formal requirements of the application, as well as the qualifications and professional prerequisites of the applicants, are assessed by an expert committee appointed by the Dean, in accordance with the applicable internal regulations and based on the submitted documents.

At its discretion, the selection committee may invite all or selected applicants to an interview.

FA CTU reserves the right not to select any of the applicants. FA CTU is entitled to cancel the selection procedure at any time.

Additional documentation:

- [Code of the selection procedure of CTU in Prague](#)
- [Career guide of CTU](#)
- [Internal salary regulation of CTU](#)