

For the Czech Centre for Phenogenomics (CCP)
hosted by the Institute of Molecular Genetics of the Czech Academy of Sciences (IMG),
we announce an open position of

Preclinical Study Coordinator

Preclinical Evaluation Module (PEM)

The Czech Centre for Phenogenomics (<http://www.phenogenomics.cz>) is a large research infrastructure of the Institute of Molecular Genetics of the Czech Academy of Sciences. CCP supports biomedical and translational research by providing integrated expertise in disease models, phenotyping, preclinical testing, and advanced biological analysis.

CCP is seeking an experienced and highly organised **Preclinical Study Coordinator** to join the **Preclinical Evaluation Module (PEM)**. Reporting to the Head of PEM, the successful candidate will coordinate complex preclinical studies for academic and industrial partners and help ensure that they are delivered to a high scientific and quality standard.

The role

The Preclinical Study Coordinator will independently manage non-clinical studies performed in both GLP and non-GLP settings. The role includes responsibility for study planning, conduct, evaluation, reporting, and closure, in close collaboration with scientific teams, quality functions, and external sponsors.

This position is intended for a scientifically trained professional with research experience, or a strong research background, who understands the scientific context of preclinical studies and can translate it into well-structured, traceable, and quality-controlled study execution.

Key responsibilities

- Leading non-clinical studies conducted in both GLP and non-GLP modes
- Take responsibility for the planning, execution, evaluation, and completion of studies
- Prepare, review, approve, and revise study plans and final reports
- Ensure compliance of studies with GLP principles, internal SOPs, and applicable regulatory requirements
- Collaborate with the Quality Assurance (QA) unit during inspections and audits
- Assess deviations and changes arising during the course of studies
- Communicate with study sponsors or clients and regulatory authorities, where appropriate
- Contribute to method development, validation of procedures, and improvement of the quality system
- Participation on internal research tasks and collaborations

Candidate profile

The ideal candidate is a scientist or research-oriented professional with solid experience in preclinical research and study coordination. The role requires scientific judgement, careful documentation, strong organisational skills, and the ability to manage complex studies in a structured and reliable way.

Requirements

- University degree in biology, pharmacy, veterinary medicine, toxicology, biomedical sciences, or a related field, and have good understanding of preclinical research, toxicology, pharmacology, or biological evaluation of medical products or devices
- Demonstrated experience in leading, coordinating, or at least participation in preclinical studies; experience with GLP studies is an advantage
- Good knowledge of the basic principles of GLP (OECD); additional familiarity with EMA, FDA, or OECD regulatory requirements is an advantage
- Experience in preparing study plans, final reports, and handling deviations
- Ability to coordinate a multidisciplinary team and manage several studies simultaneously
- Communicative knowledge of Czech and excellent command of scientific English, especially in reading and writing; spoken English is an advantage
- Independence, accuracy, and a high level of personal responsibility

We offer

- An attractive working environment in a modern scientific centre
- Opportunity to contribute to the development of advanced preclinical services in a leading research infrastructure
- Collaboration with multidisciplinary scientific and technical teams
- Competitive salary and performance-related remuneration
- Possibility of occasional home office after onboarding
- Employee benefits provided by the Institute of Molecular Genetics, including six weeks of holiday, meal allowance, language courses, and others
- Workplace at the CCP facility on the BIOCEV campus in Vestec near Prague
- Start date by agreement
- The initial employment contract will be offered for one year, with the expectation of further extension

Please send your motivation letter and structured CV to e-mail jana.safrankova@img.cas.cz

Personal data processing

For the purposes of the open competition for this position, the Institute of Molecular Genetics of the Czech Academy of Sciences, ID No. 68378050, residing at Vídeňská 1083, Prague 4 - Krč, Czech Republic, in the role of Administrator shall process personal data provided by you (or obtained from public sources) in accordance with the General Data Protection Regulation (EU) 2016/679. By answering this advertisement, you provide your personal data to the Administrator for the purposes and for the duration of the open competition. In relation to processing your personal data, you have the following rights: (i) to access your personal data, (ii) to have corrected or completed inaccurate or untrue personal data, (iii) to erasure of your personal data if not any longer needed for the purposes for which they have been collected or otherwise processed, or if you find that they have been processed illegally, (iv) to restriction of your personal data processing in special cases, (v) to data transferability, and (vi) to raise a complaint after which processing of your personal data shall be arrested if no serious justified reasons for their processing prevail over your interests or rights and freedoms, in particular, if they are needed for possible exaction of legal claims, and (vii) to address the Office for Personal Data Protection. Additional information on data processing by the Institute of Molecular Genetics of the Czech Academy of Sciences, ID No. 68378050, residing at Vídeňská 1083, Prague 4 - Krč, Czech Republic, can be obtained from Data Protection Officer J. Oliberiusová, JD.