
Secretariat

Leader: Mgr. Bc. Eva Tesáříková

Scope of work:

- handling of administrative tasks of the ICT,
- administration of the ICT budget and economic agenda,
- preparation and administration of public procurement under the responsibility of the ICT,
- provision of agenda for events of the ICT,
- updating of data in information databases,
- cooperation with the Finance, Human Resources and Payroll Department of the Rector's Office of the Charles University,
- provision of the ICT file node.