Job posting

Type of position

- ☒ scientific
- ☒ administrative

Target group

- ☐ graduates
- ☒ post docs
- ☒ other

Title

Scientific and administrative coordinator (d/f/m)

Institution

SI Helmholtzzentrum für Schwerionenforschung in Darmstadt operates one of the leading particle accelerator facilities for science. In the next couple of years, the new FAIR (Facility for Antiproton and Ion Research) facility will be constructed, as part of an international cooperation, and will become one of the largest research projects worldwide. GSI and FAIR offer the opportunity to work together in this international environment with a team of employees committed to delivering world-class science on a daily basis.

The Helmholtz Research Academy for FAIR (HFHF) has been established since January 2020 by GSI as well as four Hessen universities and research institutions, funded by the Hessen State Ministry for Higher Education and Research and the BMBF. The aim of HFHF is to support the strategic partners of GSI in doing research for FAIR.

Position

For the support of the Managing Director as well as the scientific and administrative coordination of HFHF, we are looking, at the earliest possible start date, for a

Scientific and administrative coordinator (d/f/m)

Responsibilities

The areas of responsibility include:

- Organization of the calls for proposals to the Program Directors and preparation of the project evaluations
- Preparation and follow-up of the meetings by the Program Directors, the Academy Council and the Scientific Advisory Board
- Preparation of internal and external program evaluations
- Coordination of the reporting for HFHF
- Organization of meetings, workshops and events
- Press and public relations work for HFHF, together with the press offices of the partner institutions of the HFHF, as well as design and maintenance of the HFHF website
**Requirements**

We are looking for a person with:

- A degree in science, doctorate and/or additional training in science management/marketing (e.g. project management and press and public relations) are desirable.
- Experience in research management as a researcher and/or as a research manager
- Excellent organizational and communication skills
- Very good IT skills (MS Office and SAP). Experience with content management systems (e.g. TYPO3) are of benefit.
- Very good knowledge of German and written and spoken English

In addition, the new employee should have the skills to quickly familiarize himself with new topics and be able to present complex issues in an understandable way.

**Application procedure (deadline etc.)**

We offer you a diversified and challenging job as part of an experienced project team in our internationally renowned research institute. More information about GSI and FAIR is available at www.gsi.de and www.fair-center.eu.

The position is initially limited to a duration of two years. Salary is equivalent to that for public employees as specified in the collective agreement for public employees (TVöD Bund).

GSI supports the vocational development of women. Therefore, women are especially encouraged to apply for the position.

Handicapped persons will be preferentially considered when equally qualified.

Job interviews will be scheduled in calendar week 42.

**Contact**

Please send your complete application documents, including your salary expectations, while mentioning the posting-ID, at the latest until September 25, 2020 to:

GSI Helmholtzzentrum für Schwerionenforschung GmbH
ABTEILUNG PERSONAL
PLANCKSTRASSE 1
64291 DARMSTADT

or by e-mail to: bewerbung@gsi.de