Job posting

Type of position
- scientific
- administrative

Target group
- graduates
- post docs
- other

Title
Employees in the administration (d/m/f) - Pay group 9b TV-L
Berlin universities

Institution
TU Berlin, Central University Administration Department V, EU Office

Position
Processing in the third-party funding administration and the support of the scientific project managers
Part-time employment may be possible

Responsibilities
management of third-party funding of projects supported by the European Commission; Financial and administrative support for scientific project managers, in particular in the preparation, application and management of projects, implementation of audits

Requirements
Expected qualifications:

- successful degree (Bachelor's or FH diploma) or equivalent skills and experience (at least 3 years in the consultation and management of European funding projects)
- deep and broad legal knowledge in European grant law and the adjacent legal areas of budgetary, higher education and grant law, collective bargaining law TVL, contract and contract regulations for benefits
- deep and broad legal knowledge of European Union legislation in relation to calls for funding for research and education programmes
- Willingness to continue training due to frequently changing conditions
- high load capacity during peak periods, especially at extreme working peaks and in tight ter-min situations
- safe appearance that directly creates trust and acceptance among scientists and donors
- High degree of teamwork.
• ideally, the applicant has practical experience in dealing with database systems, such as SAP, and also the data banks used at European level (ECAS, EIT)
• very good German and English skills are essential
• Safe handling of all popular Microsoft Office programs
• service orientation and willingness to work independently; high resilience, independence

We offer:

• a varied range of tasks in a friendly and helpful team
• Family-friendly and flexible working hours
• the possibility of professional development and numerous further training opportunities
• a separate annual job budget

Application procedure (deadline etc.)

Please send your application by 01.01.2021 with the identification number with the usual documents (in a PDF document, max. 5 MB) exclusively by e-mail to Mrs. Köster-Riemann via michele.werner@tu-berlin.de.

Contact

Mrs Köster-Riemann via michele.werner@tu-berlin.de.