Job posting

Type of position
☐ scientific
☒ administrative

Target group
☐ graduates
☐ post docs
☐ other

Title
Permanent Deputy Division Manager (m/f/d)

Institution
Johann Wolfgang Goethe University Frankfurt am Main, department "Research Support"
The "Research Support" unit supports the Executive Board in the preparation, further development and implementation of the Goethe University's research strategy. In addition, as a central unit, it advises researchers on the initiation and implementation of application projects and offers a wide range of support.

Position
To strengthen the "Research Support" department, we are looking for a Permanent Deputy Head of Department (m/f/d). The ascribed position is permanent and full-time.

Responsibilities
You will be advising the Executive Board and represent the division management in all overarching tasks related to the Research Support portfolio "Research Funding, Early Career Researchers and Transfer". One focus of the position is the further development of the research strategy, the preparation and positioning of Goethe University in the federal excellence strategy and the expansion of research transfer activities. The person holding this position thus leads or supports a wide range of research strategic processes as well as the further development of administrative, IT-supported processes.

Requirements
This challenging position requires a university degree with a doctorate as well as several years of professional experience in the field of strategic research funding and research transfer. You have a very good knowledge of the national and international science and funding landscape and are familiar with university structures and university processes. In addition, you have a sound knowledge of the legal requirements of funding management and cooperation with third parties. You must be fluent in written and spoken German and English. We expect you to have communication skills, a confident manner, the ability to manage complex situations in a goal-oriented manner, and in-depth knowledge of university processes and structures. You are able to deal flexibly with changing requirements and implement goals under tight deadlines. The position requires high planning, organizational and leadership skills.
Application procedure (deadline etc.)

Please send your application with relevant documents in electronic form (in a PDF document) to the head of the department, Dr. Sabine Monz, by January 9, 2022, using the keyword "Permanent Deputy Head of Department".

Contact

Dr. Sabine Monz: monz@pvw.uni-frankfurt.de