Job posting

Type of position

- [ ] scientific
- [x] administrative

Target group

- [x] graduates
- [x] post docs
- [x] other

Title

FAIRagro: Project Coordinator (f/m/d)

Institution

The mission of the Leibniz Centre for Agricultural Landscape Research (ZALF) as a nationally and internationally active research institute is to deliver solutions for an ecologically, economically and socially sustainable agriculture – together with society. ZALF is a member of the Leibniz Association and is located in Müncheberg (approx. 35 minutes by regional train from Berlin-Lichtenberg). It also maintains a research station with further locations in Dedelow and Paulinenaue.

Position

FAIRagro is a consortium in the National Research Data Infrastructure (NFDI) in Germany. Aims and tasks of FAIRagro comprise the development of a networked research data management for agrosystems research and the establishment of an interoperable, scalable, quality-assured and user-friendly research data infrastructure under consideration of the FAIR principles. FAIRagro will make research data findable (F), accessible (A), interoperable (I), and reusable (R) by other researchers.

We are offering a full time position starting at 1st March 2023 for five years - subject to a positive funding approval - at our location in Müncheberg as Project Coordinator (f/m/d)

- an interdisciplinary working environment that encourages independence and self-reliance
- classification according to the collective agreement of the federal states (TV-L) up to EG 14 (including special annual payment, mobile work, family-friendly personnel management, further training, supplementary pension scheme for the public sector (VB-L))
- a collegial and open-minded working atmosphere in a dynamic research institution
- support for work-life balance certified by berufundfamilie audit
- support for professional and interdisciplinary further education and qualification
- climate-conscious organization (purchasing, vehicle fleet, energy management) certified according to EMAS
- natural, meaningful work on the outskirts of Berlin
- company ticket
Responsibilities
- manage the FAIRagro consortium and the day-to-day project coordination activities therein
- prepare and track schedules, timelines, milestones and manage activities for consortium leadership and for consortium exchange and network with other consortia in the NFDI and participate in inter-consortium activities (regular meetings of speakers and coordinators, representation of spokesperson at association meetings, etc.)
- planning and execution of project meetings
- assist in project planning and prioritization of projects using established project management tools
- collaborate with senior staff on the preparation and submission of progress reports
- taking minutes of project meetings and creating action plans

Requirements
- PhD/Dr. or MSc. in a natural or agricultural science discipline or in research data management
- ability to scientifically understand FAIRagro work packages, initiate and oversee the necessary steps to address them
- ability to engage in scientific discourse with senior scientists to advance FAIRagro
- 2-4 years of scientific project management experience
- demonstrated ability to apply basic project management concepts, practices, and procedures
- previous demonstrated ability to successfully manage multiple individual projects or portions of larger projects
- hands-on experience with commonly available project management software applications
- effective oral and written communication skills; ability to convey difficult information and deal with people with a high degree of decorum and tact
- strong attention to detail with good planning, organization, task efficiency and time management skills
- high level of initiative, excellent communication and teamwork skills in an interdisciplinary environment
- very good knowledge of written and spoken German (cf. C1 CEFR level) and English

Application procedure (deadline etc.)
Women are particularly encouraged to apply. Applications from severely disabled persons with equal qualifications are favored. Please send your application preferably online (see button online application below) stating the reference number 133-2022 until 11 December 2022 to (see button e-mail application below).

Contact
If you have any questions, please do not hesitate to contact us: Dr. Xenia Specka, Tel. +49 (0) 33432/82-217.

https://jobs.zalf.de/jobposting/4f9f38f0e350254dc338e53248f424c6269c9c960