Job posting

**Type of position**
- ☒ scientific
- ☒ administrative

**Target group**
- ☒ graduates
- ☒ post docs
- ☐ other

**Title**
The Federal Institute for Population Research (BiB) in Wiesbaden is looking for a Scientific Associate for Project and Financial Management (f/m/d) in the “Generations & Gender Programme” in the research area “Family and Fertility” (100% | E14 | 36 Months | Ref. No. 388/22)

**Institution**
The Federal Institute for Population Research (BiB) is a research institution at the intersection of research, politics, and society. With around 70 employees, BiB is one of the most important centers for population research in Germany. Would you like to become a part of our interdisciplinary team and contribute to the management of the EU-wide Generations and Gender Programme (GGP)? Then send us your application!

**Position**
This position is placed within the framework of the "GGP 5D" project funded by the European Union. The project is carried out by partners in several EU countries. The aim is to develop the renowned GGP, which consists primarily of regular surveys in several EU countries, into a European Research Infrastructure Consortium (ERIC) and thus to establish it permanently as a European research infrastructure. The BiB is responsible for the development of the financing strategy, among other things. The position is limited to 36 months and graded in E13 or E14 depending on qualifications.

**Responsibilities**
- Conception and preparation of a financial concept (business plan) in co-ordination with the international partners (e.g., on the revenue side by means of a fee concept for services, membership fees, fundraising)
- Participation in and preparation of international meetings at project and EU level on the topics of finance, law, scientific positioning, and impact of the GGP, among others in The Hague and Brussels
- Systematic identification of third-party funding sources (e.g., European Structural and Investment Funds)
- Planning and preparation of a risk management concept
- Responsible project and financial management of the third-party funded project “GGP-5D” at the BiB, including budget administration and controlling, reporting

**Requirements**
- Completed university studies, preferably in the social and economic sciences, with a demonstrable connection to the intended tasks and requirements
- Several years of experience in project management
- Experience in financial management is an advantage
- Experience in third-party funding acquisition and/or third-party funding management
• Knowledge of the possibilities of (social science) research funding, especially on the EU level is desirable
• Knowledge of and experience with the European Strategy Forum on Research Infrastructures (ESFRI) is an advantage
• Knowledge of survey infrastructures (such as FReDA, SOEP, SHARE, ESS etc.) is an advantage
• Knowledge of public administration is not a prerequisite, but you should be willing to familiarize yourself with aspects of budgetary, procurement and collective bargaining law relevant to the concept
• Intercultural competencies
• Professional experience in international project contexts is an advantage
• Ability and pleasure in familiarizing oneself with new issues, analyzing them and developing them further conceptually
• Excellent communication skills and very good written and oral communication skills
• Very good command of written and spoken English
• If German is not your mother tongue, knowledge of German is an advantage
• Ability to work in a team
• Familiarity with gender equality and inclusion strategies

Application procedure (deadline etc.)

Please send your application by 18.12.2022, quoting the reference number 388/22, by e-mail to bewerbungen@bib.bund.de

Contact

For questions about this job, please contact Martin Bujard by phone at +49 611-75-3309.