Job posting

Type of position
- ☒ scientific
- ☐ administrative

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

Title
Project and dissemination manager

Institution
Technische Universität Braunschweig
TU Braunschweig has around 17,800 students and 3,800 employees. It offers a broad spectrum of education and research with excellent infrastructure and a friendly atmosphere.

Position
This is a temporary full-time position limited until 31.12.2026 (50% limited first until 31.12.2025 with possibility of extension)
The TU Braunschweig’s Research Services is at the interface of all international activities at the university. It is the central point of contact for national, international and European funding advice. Project management is a special offer to our scientists and facilitates conducting European research whilst increasing the amount of researcher acting as the coordinator at TU Braunschweig. Therefore, this position will be dealing with the active participation in mainly Horizon Europe projects regarding non-scientific tasks, incl. dissemination and communication.

Responsibilities
Your tasks will include
+ administrative project management of Horizon Europe projects,
+ counselling of all EU-projects regarding administration,
+ dissemination and communication manager in one specific project,
+ organisation of project meetings internationally,
+ support of networking activities.

Requirements
Candidates for the position must hold a university degree and have experience in managing European research projects or in dissemination and communication activities. Furthermore, very good English skills are required, preferably acquired through a stay abroad. You have a good knowledge of the European funding landscape. You also bring with you excellent communication skills, personal commitment, negotiation skills, a service-oriented style of working as well as the ability to familiarize yourself with a wide range of complex topics and interact with various stakeholders.
Please send your application by e-mail to bewerbung-abt12@tu-braunschweig.de quoting the Job ID 12.29-21/23;
Deadline for the application is the 16.10.2023
The salary will be up to pay grade EG 13 TV-L collective agreement depending on the tasks assigned and based on individual skills and experience.
The position is to be filled full-time, but is essentially suitable for part-time employment.
Applications from disabled persons will be given preference if they are equally qualified. Please attach a form of evidence of your disability to your application.
TU Braunschweig strives in all areas and positions to reduce underrepresentation in the sense of the Lower Saxony Equal Rights Act (Niedersächsisches Gleichberechtigungsgesetz—NGG). Therefore, applications from women are particularly welcome.
Application costs cannot be reimbursed. Your application can only be returned if you include a stamped addressed envelope. For the purpose of carrying out the application process, personal data will be stored.

For more information, please call Andreas Hebbelmann, +49531-391-4276.