# Job posting

## Type of position

| ☐ | scientific |
| ☒ | administrative |

## Target group

| ☒ | graduates |
| ☒ | post docs |
| ☒ | other |

## Title

**Project Manager (f/m/x) for the implementation of the project InHand@UFZ to improve risk management in international scientific collaborations**

## Institution

Helmholtz Centre for Environmental Research - UFZ

## Position

The staff unit ZENCO (Centre Development and Scientific Controlling) supports the executive management of the UFZ in all matters of centre development. This includes initiating and maintaining strategic international collaboration. International cooperation is essential for competitive, successful environmental research. At the same time, however, it entails risks. These may include misuse of data, knowledge or technologies of the UFZ, violation of legal regulations or non-compliance with basic ethical principles, and must be considered appropriately and systematically.

To facilitate informed and responsible decision-making with regard to international collaborations, the Helmholtz Association supports the project "InHand@UFZ - Institutionalizing the management of risks in international collaboration at the UFZ". The goals of InHand@UFZ include raising awareness of the risks in international collaboration, improving administrative processes and providing UFZ scientists with easy-to-use tools and processes for dealing responsibly with these risks. For the implementation of the project InHand@UFZ we are looking for a dedicated project manager (f/m/x) as of January 01, 2024. The position is intended to be filled full-time, part-time may be possible.

The appointment to the position will take place subject to the formal project approval by the funding authorities.

## Responsibilities

- Management of the InHand@UFZ project, including realization of project tasks and coordination of work packages and tasks with the responsible units of the administration and the Scientific and Technical Council of the UFZ
- Testing and further development of tools for risk-opportunity assessment of international collaborations in cooperation with
scientists of the UFZ and external experts as well as identification of UFZ research fields with increased risk potential

- Establishment of a UFZ-specific information portal for risk-opportunity assessment on the UFZ intranet
- Implementation of a management system for decision-making in case of collaborations with increased risk potential
- Broad internal and targeted external communication of project content and progress
- Participation in the Helmholtz Working Group International Affairs and organization of Helmholtz-wide events
- Exchange and cooperation with national and international experts in risk management
- Engagement for the acquisition of further third-party funds is possible

Requirements

- University degree (Master's or Doctoral degree)
- Experience in non-European research cooperation (e.g. with China) and/or research administration
- Interest in inter- and transdisciplinary environmental research and intercultural cooperation
- Experience in the practical management of ethical risks would be an advantage
- Interest in working at the interface between science and administration
- Outstanding communication skills
- Excellent organizational skills
- Ability to work in a team and capability of working independently
- Very good command of English
- Good skills in the German language would be an advantage
- Experience in project management would be an advantage
- Expertise in an area of environmental research would be an advantage

Application procedure (deadline etc.)

Application deadline: 15 October 2023
Please apply via the UFZ homepage:
https://recruitingapp-5128.de.umantis.com/Vacancies/2799/Description/2

Contact

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