Stellenausschreibung

Art der ausgeschriebenen Position
☐ wissenschaftlich
☒ administrativ

Zielgruppe
☐ Graduierte
☒ Postdoktoranden
☐ weitere

Titel
Project Manager in part-time (50%)

Zur Institution
The German Cancer Research Center is the largest biomedical research institution in Germany. With more than 3,000 employees, we operate an extensive scientific program in the field of cancer research.

Zur Position
For the Division of Pathogenesis of Virus Associated Tumors, we are seeking a project manager in part-time (19.75 hours/week).

Our laboratory is interested in the pathogenesis and prevention of diseases caused by the Epstein-Barr virus. The main focus of the laboratory is on the study of cancers caused by the Epstein-Barr virus, but we have recently started new research avenues around autoimmune diseases caused by the virus, in particular multiple sclerosis. We are an international team that includes many young scientists, PhD students and university students. We receive funding from several sources, including the DKFZ, Inserm France, the European Community and the German Cancer Aid.

We offer:

- Excellent framework conditions: state-of-the-art equipment and opportunities for international networking at the highest level
- Remuneration according to TV-L incl. occupational pension plan and capital-forming payments
- 30 days of vacation per year
- Flexible working hours
- Possibility of mobile work and part-time work
- Family-friendly working environment, e.g. parent-child room, advisory services caring for elderly relatives
- Sustainable travel to work: subsidized Germany job ticket
- Unleash your full potential: targeted offers for your personal development to further develop your talents
- Our Corporate Health Management Program offers a holistic approach to your well-being
Aufgaben

- Oversee the EC-funded research consortium BEHIND-MS
- Define and communicate operational adjustments in collaboration with the scientific leadership
- Timely prepare administrative, financial and scientific project reports for the EC in collaboration with the scientists involved in the consortium, together with the DKFZ Grants Office and grant offices of the partner institutes
- Monitor project finances and report to the EU funding bodies, in collaboration with the DKFZ Grants Office
- Oversee budget flows, manage risks and opportunities together with the coordinator
- Prepare and protocol research project meetings, coordinate everyday operations, ensure delivery of action items and keeping of deadlines
- Support the PI in recruitment and personnel management, incl. job advertisements, interviews, interfacing with the HR department, onboarding of personnel
- Co-organize consortium meetings
- Co-organize scientific events such as workshops and conferences
- Support the PI in the preparation of grant applications for the further development of the current project

Anforderungsprofil

- A university degree (Master) in natural or life sciences, or a similar qualification; a PhD and/or experience in scientific management is an asset
- Extensive experience in the technical and financial management of EU Horizon research projects as well as advanced knowledge of EU research project procedures, including familiarity with the funding and tendering portal, is an asset
- Excellent command of spoken and written English

Zur Bewerbung (Fristen etc.)

**Important notice:**

The DKFZ is subject to the regulations of the Infection Protection Act (IfSG). As a consequence, only persons who present proof of immunity against measles may work at the DKFZ.

**Earliest Possible Start Date:** 01.02.2024

**Duration:** The position is limited to 2 years.

**Application Deadline:** 21.12.2023

Kontakt

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