

## Job posting

### Type of position

scientific

administrative

### Target group

graduates

post docs

other

**Title** Officer for Strategic Support of Research Grant Applications

**Institution** Deutsches Krebsforschungszentrum (DKFZ), Heidelberg

**Position** The Grants Office of the German Cancer Research Center (DKFZ) is seeking to expand its team by appointing an officer for strategic advice and support of scientists applying for research grants. (Code number: 2021-0298)

Earliest Possible Start Date: 01.01.2022

Duration: The position is limited to 2 years with the possibility of prolongation.

The position can in principle be part-time.

**Responsibilities**

- Provide information, guidance, and individual support for DKFZ scientists seeking suitable funding programs for their research (e.g. German, EU, and international funding programs)
- Assist scientists in preparing the strategic orientation and content of their third-party-funded grant applications
- Organize and carry out workshops and information events for various target groups on relevant topics related to third-party funding and grant applications
- Support of the DKFZ Management Board in strategic matters relating to funding programs (strategic position papers, applications, liaison with the Brussels Office of the Helmholtz Association and the DKFZ Office in Berlin)
- Provide text modules for grant applications, as needed by scientists
- Close collaboration with other team members of the Grants Office during proposal phase and project administration as well as with other relevant administrative departments

## **Requirements**

- Post-graduate university degree in a relevant discipline in natural sciences or humanities, preferably at PhD level, or equivalent knowledge and experience
- Several years of relevant experience in the acquisition and administration of third-party-funded research projects
- Proven experience and knowledge of German and international research funding programs (in particular EU)
- Excellent interpersonal and communication skills, ability to work effectively in a team
- Service-minded work ethos, capacity to work in an intercultural setting
- Strong organizational skills
- Excellent knowledge of MS Office; experience with SAP desirable
- Very fluent spoken and written German and English essential

## **Application procedure (deadline etc.)**

The DKFZ is committed to increase the proportion of women in all areas and positions in which women are underrepresented. Qualified female applicants are therefore particularly encouraged to apply.

Among candidates of equal aptitude and qualifications, a person with disabilities will be given preference.

To apply for a position please use our online application portal (<https://jobs.dkfz.de/en/jobs/93792/officer-for-strategic-support-of-research-grant-applications>).

We ask for your understanding that we cannot return application documents that are sent to us by post (Deutsches Krebsforschungszentrum, Personalabteilung, Im Neuenheimer Feld 280, 69120 Heidelberg) and that we do not accept applications submitted via email. We apologize for any inconvenience this may cause.

Application Deadline: 05.10.2021

## **Contact**

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