

The Leibniz Institute for Solid State and Materials Research Dresden e. V. – in short IFW Dresden – is a non-university research institute and a member of the Leibniz Association. The IFW employs approximately 600 people and one focus is on the training of young scientists besides enhancing fundamental and applied research development. At the highest international level, the IFW operates modern materials science on a scientific basis and makes the obtained results useful for the economy. The complex and interdisciplinary research work is carried out within the IFW by five scientific institutes, which are supported by a highly developed technical infrastructure. The IFW supports its employees in reconciling work and family life and regularly submits to the berufundfamilie® audit.

Further information at: <http://www.ifw-dresden.de>.

### **Administrative Project Manager for an ERC Advanced Grant (m/f/d)**

We are looking for an administrative Project Manager to support an ERC Advanced Grant “MicroRepro – Medical microbots to support new assisted reproduction techniques”. The employment contract should start as soon as possible and is limited for one year with a worktime of 20 hours per week.

#### **Your tasks:**

The major task is to assist the project Coordinator in all the project management & administrative issues and related communication with the European Commission, with the aim of ensuring a sound financial management and achieving all project objectives, in accordance with all the timelines envisaged in the Grant Agreement. Daily activities include:

- Reporting and management activities to the EU (including preparing financial interim and final reports, deadline management, supporting the project leader with technical reports and dissemination plans)
- Internal project management and documentation (keep up-to-date record of costs, resources and time scales; ensuring that project timetables are maintained)
- Organizing training & management project meetings and documentation
- Providing and updating content for the project website and supporting dissemination activities.

#### **Requirements:**

Bachelor's degree (university or university of applied sciences) in the field of economics or administration, or a comparable qualification is required. The candidate must be fluent in English and German. The candidate should have experience of working in technical project management or administration, good sense of planning, organizing and ensuring that tight deadlines will be met. Interpersonal skills and the ability to work effectively in a multicultural environment in Germany are required. International experience and interest is desired. Advanced working experience with MS Office (Word and Excel) and the ability to swiftly familiarize with new project management software tools is required.

#### **We offer:**

The employment contract should start as soon as possible and is limited to 1 year. The position is to be filled with a weekly working time of 20 hours. The salary is based upon the TV-L rules (E 9b).

The institute promotes the professional equality between all genders. Equally qualified handicapped applicants will be given preference.

#### **Your application:**

Please send your application (in English or German) including a cover letter with motivational statement, CV, copies of certificates and other relevant material (if applicable) in a single PDF file (other formats will not be accepted) quoting the **reference number 001-20-4000** exclusively to:

[bewerbung@ifw-dresden.de](mailto:bewerbung@ifw-dresden.de).

Deadline for applications: October 15, 2020