



**Technische Universität Berlin**



Technische Universität Berlin offers an open position:

### **Departmental secretariat / Employee in administration – 0.75 working-time – salary grade E9a TV-L Berliner Hochschulen**

The employee will be placed in the specified pay group if all personal and pay scale requirements are met.

An international team of scientists is working on the research and development of state-of-the-art innovations in the domain of information and communication technologies at the research group Internet Architecture and Management (INET) of TU Berlin.

We offer an employment with various tasks in an international environment. You manage the administration of the research group and advise the head of the group as well as the employees in administrative issues.

#### **Faculty IV - Institute of Telecommunication Systems / Internet Architecture and Management (INET)**

**Reference number:** IV-468/24 (starting at the earliest possible / unlimited / closing date for applications 07/02/25)

#### **Working field:**

- Management of the group's office as well as discrete and proactive support of the head of the research group.
- Planning, coordination and organisation of all the administrative processes.
- Budgeting and controlling of the general financial resources and the financial project resources of the group regarding human resources and purchasing of tangibles and investment goods.
- Administration and processing of third party projects of different external funding sources.
- Human resources: planning of human resources, organisation of recruitment processes including job postings and hiring procedures; advising international employees and visiting scientists about proceedings of German administration.
- Procurement of expendable as well as tangible and investment goods with regard to the prescriptions and regulations of the public sector.
- Planning, coordination and organisation of the administrative processes in the domain of teaching; student support.
- Administrative planning, coordination and organisation of meetings as well as international conferences and workshops.
- Design of the group's website.
- Planning and settlement of business travel.

#### **Requirements:**

- Successfully completed professional training as a clerk in public administration, in another profession of business administration or equivalent knowledge and experience in public administration, finance and Human Resources is required.
- Experience in office organisation is required.
- Experience in the administration of finances is expected.
- Basic knowledge in Human Resources administration is required.
- Very good German and English language skills, oral as well as written, are required.
- Very good pc skills, especially of the Office applications are required.

#### **Desirable:**

- Very good communicative skills, ability to work in a team, well organised, accurate and independent working
- Flexibility, interest in advanced training and to discover new topics
- Knowledge about third party funding organisations and their funding programs as well as experience in the administration of third party funds
- Knowledge about the organisation of the university and teaching
- Knowledge of SAP software as well as knowledge of further IT applications of the administrative sector
- Knowledge of Content Management tools like Typo3
- Experience in organising meetings and conferences
- Intercultural competence and skills

#### **TU Berlin offers:**

- an interesting, diversified and responsible position,
- a permanent employment of the public sector,
- 30 days of annual leave as well as December 24th and December 31st as day off,
- a family-friendly workplace with flexible work time and the option of home office (max. 40%),
- the annual special payment of the public sector at the end of the year,
- the attractive company pension VBL, capital forming benefits,
- an allowance for the job ticket of the VBB public transport,
- interesting courses of advanced training and

- various sport courses and facilities like a fitness centre at University for fair participation fees.

Please send your application with the **reference number** and the usual documents as your Curriculum Vitae, your diploma as well as further documents, **by email to [jobs@inet.tu-berlin.de](mailto:jobs@inet.tu-berlin.de)**, or **by post to Technische Universität Berlin - Die Präsidentin - Fakultät IV, FG Internet Architecture and Management (INET), Prof. Stefan Schmid, Sekr. EN 18, Einsteinufer 17, 10587 Berlin.**

By submitting your application via email you consent to having your data electronically processed and saved. Please note that we do not provide a guarantee for the protection of your personal data when submitted as unprotected file. Please find our data protection notice acc. DSGVO (General Data Protection Regulation) at the TU staff department homepage: [https://www.abt2-t.tu-berlin.de/menue/themen\\_a\\_z/datenschutzerklaerung/](https://www.abt2-t.tu-berlin.de/menue/themen_a_z/datenschutzerklaerung/) or quick access 214041.

To ensure equal opportunities between women and men, applications by women with the required qualifications are explicitly desired. Qualified individuals with disabilities will be favored. The TU Berlin values the diversity of its members and is committed to the goals of equal opportunities. Applications from people of all nationalities and with a migration background are very welcome.

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The vacancy is also available on the internet at <https://www.personalabteilung.tu-berlin.de/menue/jobs/>

