

## Max-Planck-Institut für Gravitationsphysik, AEI - Physik



Das Max-Planck-Institut für Gravitationsphysik (Albert-Einstein-Institut) ist die weltweit größte Forschungseinrichtung zur Allgemeinen Relativitätstheorie und darüber hinausgehenden Themen. Das Institut befindet sich in Potsdam und in Hannover, wo es sehr eng mit der Leibniz Universität Hannover kooperiert.

### Third-Party-Funding Officer/Project Manager

City: Potsdam; Starting Date: At the earliest possible; Duration: unbefristet;  
Renumeration: TVÖD; Closing date: 28/02/25

#### Working field

The Max Planck Institute for Gravitational Physics (Albert Einstein Institute) is the world's largest research institution dedicated to the general theory of relativity and all its implications. The institute has locations in Potsdam and in Hannover. For our location in Potsdam, we are seeking to fill a permanent position for a

#### Third-Party-Funding Officer/Project Manager

You will be the contact person and advisor for the Potsdam site's scientific departments and research groups on all questions related to national and international third-party funding matters. You will also manage projects for the directors in Potsdam and coordinate the International Max Planck Research Schools at the AEI Potsdam. More specifically:

Your duties:

- Proactively identify funding opportunities and inform scientists at the Potsdam site about current and possible future funding programs.
- Advising and supporting scientists at the Potsdam site during the application phase for third-party funding.
- Supervising the administration of third-party funding, including independent coordination, organization, and implementation of workflows.
- Advising and supporting scientists at the Potsdam site during the preparation and submission of scientific projects to the Max Planck Society.
- Advising and supporting the directors and research group leaders at the Potsdam site in managing project finances, particularly through regular budget reports. Participating in monitoring the institute's budget.
- Supporting the managing (or deputy managing) director at the Potsdam site in preparing and following up the board of directors' meetings.
- Supporting the directors and research group leaders in the management of scientific affairs.
- Coordination of all the International Max Planck Research Schools (IMPRS) activities at the Potsdam site, including interactions with the university partners and the IMPRS at the Hannover site.

- Supporting the Potsdam site's directors and research group leaders in negotiating consortium agreements and organizing scientific conferences.
- Communicating with the general administration of the Max-Planck-Society regarding grants, scientist's appointments, and university contracts.

## Requirements

Required qualifications, skills and knowledge:

- A university degree (Master or preferably Ph.D) in the natural sciences and several years of relevant professional experience, ideally in a responsible position at the interface between research and administration.
- It is preferable if the candidate already has management experience in public-funded research institutions or other non-profit organizations.
- Knowledge of national and international research framework programs, funding structures and mechanisms, third-party-funding management and public budget law.
- Experience in scientific work in research institutions and in project and science management.
- Excellent leadership, personnel management, and coaching skills.
- Excellent project management, planning, and problem-solving skills.
- Excellent communication, interpersonal, conflict resolution and negotiation skills.
- Excellent German and English language skills, both written and spoken.

Your personal profile:

You contribute to the efficient implementation of all work through precise working methods and appropriate attention to detail. You have a sense of responsibility and empathy. We expect friendly and professional behavior, interest in the institute's scientific work, and a strong understanding of the needs of publicly funded research institutions.

## What We Offer

We offer:

you a responsible and multifaceted job in an international working environment, extensive opportunities for further education, and an excellent working atmosphere in a friendly and committed team. Flexible working hours and the compatibility of career and family with the institute's own childcare facilities are important to us.

Remuneration and social benefits are based on the public service collective agreement (TVöD), according to qualifications up to pay group 13.

The Max Planck Institute for Gravitational Physics is an equal opportunity employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, gender identity, sexual orientation or national origin. We value diversity and therefore welcome all applications - regardless of gender, nationality, ethnic background, origin, religion and ideology, age, sexual orientation and identity (Code of Conduct). The Max Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals. The institute promotes a healthy work-life balance by offering all employees a family support service, cooperation with a nearby international kindergarten, as well as an in-house parent-child office and nursing room. For more information about our institute, please visit [www.aei.mpg.de](http://www.aei.mpg.de). If you have any questions, please do not hesitate to contact our Head of Administration, Mike Rose, at [vw.leiter@aei.mpg.de](mailto:vw.leiter@aei.mpg.de)

## Application

Nur über unser Bewerbungsportal unter:

<https://www.aei.mpg.de/1217701/third-party-funding-officer-project-manager?c=26171>

More information at <https://stellenticket.de/191278/>

Offer visible until 22/02/25

