

Job advertisement

Vacancy ID: 95/2023

Closing date: 24.04.2023



**FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA**

Friedrich Schiller University is a traditional university rooted in the heart of Germany with a strong research profile. As a university covering all disciplines, it offers a wide range of subjects. Its research is focused on the areas Light—Life—Liberty. It is closely networked with non-research institutions, research companies and renowned cultural institutions. With around 18,000 students and more than 8,600 employees, the university plays a major role in shaping Jena's character as a cosmopolitan and future-oriented city.

The Jena School for Microbial Communication (JSMC) of the Friedrich Schiller University Jena is an Excellence Graduate School with a lively network of scientists from a broad variety of natural & life sciences institutes and acts as an umbrella organization for several Research Training Groups in Jena. The JSMC was initially funded within the German Excellence Initiative and is now funded by the Carl-Zeiss-Stiftung. The JSMC management encompasses a team assistance position and the position of a scientific manager.

The Jena School for Microbial Communication (JSMC) seeks to fill the position of a

Scientific Manager (m/f/d)

Available from 01.06.2023 for initially until 31.12.2025. As our new scientific manager, your input and contributions will be particularly important for the upcoming submissions for continued funding of the JSMC and the Cluster of Excellence "Balance of the Microverse" by the German Research Foundation (DFG) through federal and state funding. This provides a unique opportunity for an ambitious science manager to help shape the strategy and direction of these prestigious interdisciplinary institutions at the Friedrich Schiller University Jena.

Your responsibilities:

- Writing performance reports and writing grant applications
- Organizing an attractive career development curriculum for early career researchers
- Concepting and organizing scientific meetings
- Preparing and moderating recruitment meetings for early career researchers
- Developing a program for postdoctoral advanced training and mentoring
- Maintaining the JSMC alumni network
- Fostering international and industry contacts
- Promoting the visibility of the JSMC
- Implementing a welcome program for incoming researchers

Your profile:

- A doctoral degree in the natural sciences, thematically close to JSMC
- Understanding of career opportunities of doctoral and postdoctoral researchers
- A highly integrative, well-structured and organized individual
- Commitment to teamwork at the interface of research, administration and funding bodies
- Experience in grant acquisitions and the budgeting of major project grants is desirable
- Excellent communication and writing skills in English
- International and postdoctoral experience is desired

We offer:



- The responsible coordination of JSMC in close collaboration with its executive board
- An open-minded and cooperative atmosphere in an interdisciplinary research environment
- A close collaboration of university and extra university research institutions
- Flexible working hours
- A family-friendly working environment with a variety of offers for families: University Family Office 'JUniFamilie' and flexible childcare 'JUniKinder'
- University health promotion and a wide range of university sports activities
- Attractive fringe benefits, e.g. capital formation benefits (VL), benefits for public transport (Job ticket), and an occupational pension (VBL)
- Payment based on State salary scale (TV-L E13/14) depending on personal qualifications

The advertised position is a full-time position (40 hours per week). The Friedrich Schiller University Jena is an equal opportunity employer and part-time employment can be discussed.

Candidates with severe disabilities will be given preference in the case of equal qualifications and suitability.

Are you eager to work with us? Then submit your written application including a cover letter, a brief statement of research and scientific administrative experience, a detailed curriculum vitae, copies of academic certificates, a list of publications and the contact details of two references by email (one PDF file), stating the vacancy ID 95/2023 by 24.04.2023 to:

Prof. Dr. Erika Kothe, erika.kothe@uni-jena.de

In the context of the call for tenders with the Reg.-Nr. 294/2022 applications already received will be taken into account. A new application is not necessary.

Since all application documents will be duly destroyed after the recruitment process, we ask you to submit only copies of your documents.

For further information for applicants and the information on the collection of personal data, please refer to <https://www.uni-jena.de/en/job-market>