

Job advertisement

The Leibniz Institute for Regional Geography in Leipzig, Germany, currently looks for a

Project Manager (65 % [equiv. of 26 h/week E 13 TV-L position]) (f/m/d)

for the research project “Thinking Through Places” (TTP). The position in this project involves providing key consortium member coordination in the preparation of a Horizon Europe research proposal and related activities, which will be developed during the project. It includes contributions to the development of research agenda, contributions to grant proposal writing, support work on related proposals and assistance with the development of the TTP-Network. TTP is funded (tentatively) by the Bridge2ERA program of the Federal Ministry of Education and Research (BMBF). This program enhances European research and development activities with a focus on central and eastern European countries.

The Leibniz Institute for Regional Geography (IfL) in Leipzig analyses social processes from geographical perspectives and provides knowledge on sustainable and regionally balanced development. The IfL is the only non-university research institution for geography in the German-speaking world. As a member of the Leibniz Association, the institute is funded by the Federal Republic of Germany and its states. The project is organised in the research group "Data and Practices" of the department "Cartography and Visual Communication" under the direction of Prof. Dr. Francis Harvey.

Job description

- provide support to the coordinator and the partners of the planned EU project with regard to contractual, financial and organisational issues as well as project implementation
- provide feedback on the research and development ideas under review during the creation of the consortium
- thematic project development with academic and non-academic partners from Germany and Eastern Europe
- preparation of a proposal under Horizon Europe including financial planning
- oversee overall resource distribution and associated expenditure, monitor project finances and financial responses in line with accounting procedures
- consortium liaison (communication with [potential] project partners, networking, organisational and dissemination support)
- provide administrative support, including the distribution of notices, agendas and minutes
- draft, prepare, archive and submit project documentation, including reports to the funding agency

We offer

- a temporary position from the earliest possible start 01.01.2025 until 30.04.2026
- an interesting, varied task to be shaped by your personal commitment
- an employment contract based on the regulations of the collective agreement for the public sector of the Federal States (TV-L) with a special annual payment, capital-forming benefits and a company pension scheme (VBL)
- a supplementary payment for the public transportation job ticket
- a family-friendly working environment with flexible working hours as well as the possibility of mobile working within the framework of a company agreement on the compatibility of family and career
- a salary/remuneration according to the provisions of the TV-L in line with personal qualifications up to pay group 13

Our expectations

- a completed university degree (Master's, Diploma) in Geography or related discipline (e.g. computer science, geoinformation sciences, digital humanities or similar)
- experience with the management of consortium-style projects
- desired is experience in leading the management of research network projects
- a high level of personal commitment and reliability, ability to work in interdisciplinary teams
- English will be used throughout the project; excellent communication skills and very good written and spoken English are also required; an advanced level of German is necessary as well

What else do we look for

We look forward to working with a engaged person who thinks and acts independently with a high measure of initiative and desire to contribute significantly to this project.

Application

The IfL advocates professional equality for all genders. We value diversity and welcome all applications – regardless of gender, nationality, ethnic or social origin, religion, disability, age and sexual orientation. Severely disabled applicants are given preference in case of equal suitability.

Please send your application package as a single pdf document via email with the keyword “TTP-Manager” to: personal@leibniz-ifl.de

Please include the following documents:

- a cover letter indicating your motivation to work within the “Thinking Through Places” research project at the IfL, and addressing the above mentioned responsibilities and expectations of the position (1000 words max.)
- themes of prior work including projects for this position as a writing sample with clarification of your role in the writing
- an up-to-date CV including a list of the most important publications
- pertinent further documents including university diplomas

We kindly ask you to refrain from sending a photo as part of the application.

The personal data collected by the IfL regarding your application and its evaluation will be processed exclusively for the purposes of the application procedure on the basis of contractual measures in accordance with Art. 6 para. 1 b DS-GVO. The data will not be transferred to third parties. Recipients are the responsible employees, the works council and, if applicable, the inclusion officer or contact person for people with impairments and the equal opportunity officer of the IfL. We delete the applicant data you have provided us with 6 months after the application process has been completed, i.e. after the advertised position has been filled or after we have decided not to fill the position yet. For questions regarding data protection law and to exercise your rights, please contact personal@leibniz-ifl.de. You have the right to lodge a complaint with the supervisory authority. Interview costs will not be reimbursed.

Contact and Questions Prof. Dr. Francis Harvey (f_harvey@leibniz-ifl.de)

Deadline 10 December 2024

