



Job Advertisement

Job ID
21/04
Application by
28.02.21

The **Leibniz Institute on Aging - Fritz Lipmann Institute (FLI)** in Jena is a federal and state government-funded research institute and member of the Leibniz Association (Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz e.V.). FLI's internationally visible and highly competitive research is focused on biomedical causes of aging. Scientists from over 40 countries are investigating the molecular mechanisms of aging and the occurrence of age-related diseases. Our aim is to create a basis for new approaches in medicine as a way to improve health in the elderly (www.leibniz-fli.de).

For the Research Coordination Department at FLI, we are looking for a

Research Coordinator (m/f/d)

You **coordinate joint projects** and work closely with the Scientific Director, the scientific speakers and FLI's administration. You support the group leaders of the FLI with the **acquisition of third-party funding**. Furthermore you support the organisation and the activities of the **Science Campus Jena** and the **Aging Research Center (ARC)** of the Friedrich Schiller University. You will interact with partners at different scientific institutions and locations.

The position is planned to be full-time, but is also suitable for part-time work with at least 50% working time.

Your tasks:

- Coordination of the Joint project IMPULS (CZ foundation)
- Reporting to project sponsors, support of project teams in scientific administrative matters including budget planning
- Development of drafts for scientific agreements and announcements
- Planning and organizing workshops, seminars, scientific events and conferences
- Contact person (m/f/d) for national and international scientific organizations, cooperation partners and sponsors
- Preparation and coordination of research projects, e.g. applications for Collaborative Research Centres and DFG Research Groups
- Project communication and marketing

Your qualifications:

- University studies of Natural Sciences, Medicine or comparable qualifications in the area of Life Sciences
- PhD and practical experience in science management, in particular in project management are of advantage
- Knowledge of the German and/or European research funding landscape
- Along with good organizational and coordination skills, you have commitment, flexibility and you work reliably, efficiently and independently
- Good communication skills and social manners
- Business fluent in spoken and written English

We offer:

- Working place at Beutenberg Campus Jena, international working environment, support during the initial training period
- The contract conditions will be according to the collective labor agreement for public service employees of the Federal States (TV-L), initially limited for 2 years
- Salary depending on related professional experiences plus an attractive occupational pension (VBL)
- Flexible working times, a family-friendly working environment as well as opportunities for qualifications and training

Application:

Candidates are encouraged to send their application referring to **Job-ID 21/04** until **28th February 2021**

By Email: jobs@leibniz-fli.de
one single-pdf-document

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