



The Max Planck Institute for Social Law and Social Policy is a research institute of the Max Planck Society for the Advancement of Science (Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V.). Its social policy department, the *Munich Center for the Economics of Aging (MEA)*, investigates the various economic aspects of demographic change. We are looking for the

Head of European Relations and International Management (m/f)

to join the central coordination team of the **Survey of Health, Ageing and Retirement in Europe** (www.share-project.org) in Munich for an initial period of two years.

Job description

SHARE is a large European survey established for the investigation of demographic change among the 50+ population in presently 20 European countries. It is coordinated centrally from Munich and the first "European Research Infrastructure Consortium" in the social sciences (SHARE-ERIC). You will represent the coordinator and the consortium in negotiations with national funding bodies, European institutions and in administrative committees. Your responsibilities will include the examination and drafting of contracts, the preparation of amendments to the ERIC-Statutes under EU law, and the handling of fiscal issues in relation to the international coordination. You will perform your duties in close conjunction with the coordinator and the entire SHARE team.

Your profile

You have successfully completed university studies of law or public administration with an international focus, and have obtained relevant experience in a comparable position at a (university) research institute or at one of the major national and/or foreign funding institutions. You have professional experience of about ten years or more in the field of science and research management of European and/or international research infrastructures. You have an excellent command of spoken and written German and English, are a team player, equipped with the skills and confidence to navigate strategic issues and opportunities. You feel comfortable with a high degree of flexibility, accuracy and reliability, as well as experience and the ability to prepare, execute and follow up political meetings at international level.

We offer

We offer an inspiring research environment in a dynamic and motivated team. Remuneration is dependent on the qualifications and experience of the candidate and is calculated according to the collective agreement for public service employees (Tarifvertrag für den öffentlichen Dienst – TvöD-Bund) up to E14. Generous social benefits are paid in compliance with the regulations of the Max Planck Society.

The Max Planck Society seeks to increase the proportion of employed women in those areas where they are underrepresented and explicitly encourages women to apply for this position. The Max Planck Society also seeks to employ more severely disabled persons. Severely disabled persons are therefore explicitly encouraged to apply.

For further questions please contact Ms Kathrin Axt (axt@mea.mpisoc.mpg.de). Please submit your application (in a single PDF file and **exclusively via e-mail** to hr@mpisoc.mpg.de) by **30 April 2013**, quoting reference number **SHARE 02-13**.

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