

Job advertisement

Vacancy ID: 344/2023

Closing date: 2023-12-05



**FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA**

Friedrich Schiller University is a traditional university with a strong research profile rooted in the heart of Germany. 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-university 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.

Our **Cluster of Excellence Balance of the Microverse** (microverse-cluster.de) combines expertise in life, material, optical and computational sciences to elevate microbiome studies from descriptive to hypothesis-driven and functional analyses. Our core mission is to elucidate fundamental principles of the interactions and functions in microbial communities in diverse habitats.

For the Cluster management office we are looking for a highly committed

Scientific coordinator within the Cluster of Excellence Balance of the Microverse (m/f/d)

The full-time position is available at the earliest possible date and is initially limited until 31.12.2025.

This provides a unique opportunity for an ambitious science manager with considerable international research experience to help shape the strategy and future direction of this prestigious Cluster at the interface of the university and non-university research institutions in Jena (including, amongst others, Leibniz and Max Planck Institutes).

We expect a scientist with research experience in the field of the Cluster and a strong interest in the development of research strategies, science policy and networking. Your input and contributions will be particularly important for the upcoming application for continued funding of the Cluster within Germany's Excellence Strategy. Excellent communication with scientists from different disciplines and a high level of independent organization are crucial. The successful candidate has an excellent scientific writing style in English and German. We are looking for a distinctive team player with a high degree of personal responsibility and a strong commitment to shape the further development of the Cluster.

Your responsibilities:

- Contribute to the transition of the Cluster into a second funding phase by supporting the Cluster management and researchers in the scientific and structural concept development
- Contribute to strategy meetings and to writing grant applications, reports and publications
- Coordinate scientific events in the Cluster (internal symposia, workshops, conferences etc.)
- Implement and further develop the Cluster's International Scientists Exchange Program
- Organise diversity and gender equality measures within the consortium
- Support the management office with the coordination of project reports, recruitments, science communication and outreach activities

Your profile:

- Education to PhD level in life or natural sciences, ideally in a Cluster-related research field
- International and postdoctoral research experience are explicitly desired
- Excellent communication and writing skills in both English and German
- Strong commitment and interest in conceptual-strategic work
- Distinguished project management and organizational skills, flexibility and ability to bring deadline-driven work to completion
- A highly integrative, team-minded personality with good inter-personal and presentation skills
- Experience in the management of collaborative research projects is advantageous



We offer:

- A responsible position within a highly motivated team and diversified tasks at the interface between research, administration and funding bodies
- A multifaceted and complex research environment with an open-minded and cooperative atmosphere
- A close collaboration of university and extra-university research institutions and a network of partners in science and industry
- A comprehensive continuing education programme and individual qualification and development measures
- University health promotion including a wide range of university sports activities and a family-friendly working environment with a variety of offers for families
- Remuneration based on the provisions of the Collective Agreement for the Public Sector of the Federal States (TV-L) at salary scale E 13 – depending on the candidate's personal qualifications –, including a special annual payment in accordance with the collective agreement
- 30 days of vacation per calendar year plus two days off on December 24 and 31

This full-time position (40 hours per week) is initially limited until 31.12.2025, with the possibility to be extended subject to suitability and availability of funds. A part-time contract may be discussed. The successful candidate will be hosted at the Leibniz Institute for Natural Product Research and Infection Biology until the new Cluster building is completed, and will report to Prof. Kirsten Küsel, spokesperson of the cluster as well as to Dr. Angela Köhler, head of cluster management.

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 application in English, including a cover letter, a brief statement of research and scientific coordination experiences, a detailed curriculum vitae, copies of academic certificates, a list of publications and the contact details of two references by 05 December 2023 using our online form:

[Online application](#)

For further information for applicants and the information on the collection of personal data, please refer to [Data privacy and information for applicants](#)