

## PhD Programme Coordinator & Science Manager (#WMPHD03)

The **Institute of Molecular Biology** is a Centre of Excellence for Life Sciences, which is located on the campus of Johannes Gutenberg-University (JGU) in Mainz, Germany. As part of its commitment to training junior researchers, IMB's Scientific Management coordinates the International PhD Programme (IPP) on "*Gene Regulation, Epigenetics & Genome Stability*" ([www.imb.de/PhD](http://www.imb.de/PhD)), which comprises groups at IMB, JGU and JGU's Medical Center. Furthermore, IMB coordinates a Postdoc Programme and organises an annual International Summer School ([www.imb.de/ISS](http://www.imb.de/ISS)).

We are offering one full-time position in the coordination of the IPP together with the current coordinator. A second position includes the organisation of our Postdoc Programme, International Summer School as well as supporting the IPP Office. This position could also be part-time.

### Activities include:

- Advertising the programme internationally
- Managing applications and the selection process
- Communication with group leaders and students, including help with administrative matters and pastoral care
- Organising the training programme and supervision of students
- Planning and organising the programme's events
- Maintaining the programme's website, intranet and students' database
- Coordinating reporting and evaluations of the programme

### We are looking for dynamic people who have

- Experience in managing structured recruitment and training programmes, esp. PhD programmes
- A very good command of English, both written and spoken
- Strong communication skills, with the ability to interact with students and scientists at different levels, and experience working in international contexts
- An outgoing personality, a high degree of motivation, reliability and flexibility, along with an ability to work independently and constructively within a service-orientated team
- A degree in the life sciences or a good understanding of the field would be advantageous

**Your prospects:** We offer a challenging and interesting position in an international institute, remuneration according to your experience and advanced vocational training opportunities. The position is initially fixed-term for 2 years, with the possibility for extension. IMB is an equal opportunity employer.

**To apply,** please email a cover letter, your CV (both in English), letters of reference and copies of your degrees as one PDF to [personnel@imb.de](mailto:personnel@imb.de). Please quote Ref. No. #WMPHD03 in all communications. Informal enquires should be addressed to Dr Ralf Dahm ([r.dahm@imb.de](mailto:r.dahm@imb.de)).

**Closing date for applications:** 15 October 2016