

**Job advertisement No. 106/2024**

The Helmholtz Centre for Infection Research (HZI) is offering the position of a

**Scientific Project Manager (f/m/d)**

HZI is Germany's largest academic institution dedicated to infection research. It is a member of the Helmholtz Association, Germany's largest research organization, ranked among the top global research institutions, and a founder member of the German Center for Infection Research (DZIF). In the newly established HUMAN program, we have formed an alliance with our regional university partners, the Technische Universität Braunschweig, the Hannover Medical School (MHH) and the University of Veterinary Medicine Hannover.

Within the "Human Microbe Alliance for Universal Health" (HUMAN) program, we are seeking a highly motivated Scientific Project Manager to provide comprehensive support to our scientists. Your responsibilities will include project management and controlling mainly for the HUMAN project, but also for further, related research projects. The Scientific Project Manager will work in close cooperation with the administrative and scientific departments at HZI and will be part of the newly established Research Support Office within the HUMAN program.

**Responsibilities:**

- Independent project management and controlling, as well as project communication using appropriate tools
- Scheduling and monitoring of milestones and deadlines, together with responsible scientists
- Creating and maintaining project documentation
- Budget control and support of financial management
- Close collaboration with cooperation partners, other relevant stakeholders and the scientific management
- Organization of and participation in project workshops and meetings
- Creation of posters, presentations and reports

**Requirements:**

- Completed scientific university or Master's degree in a suitable subject area (e.g., life sciences or related subject areas)
- Experience in project work and project management; while experience with project management tools such as OpenProject would be most welcome
- Excellent communication skills in English and German, both written and spoken
- A 'can do' attitude combined with the ability to prioritize multiple tasks, particularly with regard to short-notice deadlines
- Technical background and understanding of life sciences research advantageous
- Scrupulous attention to detail, reliability and commitment
- Very good organizational and communication skills, ability to work both independently and inside an interdisciplinary team

**We offer you:**

- An attractive and varied job in a future-oriented research institute with an international environment at the Science Campus South in Braunschweig
- State-of-the-art infrastructure and the latest technologies
- Flexible working hours, part-time models as well as home office options
- A corporate culture of appreciation and promotion of equal opportunities
- Extensive training and continuing education opportunities to develop professional knowledge and personal skills
- A family office to support family and career, including childcare offers
- Interesting additional public service benefits
- Possible subsidy of the job-ticket

People with severe disabilities and equivalent professional qualifications who are suitable for the position are given preference. In order to protect your rights, we ask you to provide us with a clearly recognizable reference to the existence of a degree of severe disability in your cover letter or resume.

The HZI is actively committed to equality, diversity and integration. For this reason, the HZI pursues the goal of professional equality between women and men. The position is suitable for part-time work.

<b>Starting date:</b>	As soon as possible
<b>Salary:</b>	E13 TVöD Bund
<b>Working time:</b>	39 hours per week
<b>Duration:</b>	6 years
<b>Place of work:</b>	Braunschweig
<b>Probation period:</b>	6 months
<b>Published:</b>	19.07.2024
<b>Closing date:</b>	19.08.2024

For further information, please contact Katrin MacLeod, telephone 0531 6181-1001, email: [katrin.macleod@helmholtz-hzi.de](mailto:katrin.macleod@helmholtz-hzi.de).

**How to apply:**

When sending us your application documents, **please confirm** that you have read our privacy policy and that you agree to the processing of your personal data. Please use the text module in our [privacy policy](#) for this purpose. **Without these declarations we cannot consider or process your application** and will immediately delete any application documents already received after the application deadline.

**Please include** a cover letter, resume, (employment) references, certificates, and (if available) work samples or reference projects with your application materials. Please refrain from sending a photo.

**Please send** your complete application, quoting the **reference number 106/2024**, to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany or by [e-mail](#). If you send your application in electronic form, please provide a **summary in one single (1) pdf document**.

We look forward to receiving your application!

**About HUMAN:**

HUMAN is funded by the Volkswagen Foundation and the Ministry of Science and Culture of Lower Saxony. The program is based on an integrative approach that applies novel technologies, systems biology, medical/life sciences and informatics to understand, predict and therapeutically influence the mechanisms underlying health and disease.

The HUMAN program is linked to and benefits from the BMBF-funded Microbial Stargazing (MICROSTAR) program. MICROSTAR focuses on microbes, their effector mechanisms and their adaptation strategies in competition with other organisms. Together, HUMAN-MICROSTAR applies a holistic and comprehensive approach that has the potential to provide groundbreaking insights and new solutions for human health in the context of its microbial environment.