The Max Planck Institute for Plant Breeding Research (MPIPZ) (http://www.mpiz-koeln.mpg.de/) is one of the world’s premier sites committed to research into fundamental processes and training in plant biology. There are four science departments, three independent research groups and specialist support, totaling ~400 staff from all over the world including externally funded positions.

We are offering the position of a

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

in the Department of Plant-Microbe Interactions headed by Prof. Paul Schulze-Lefert.

**Main responsibilities** include

- Acquisition and management of collaborative national and international research projects coordinated by Paul Schulze-Lefert and funded by the European Commission, the DFG, BMBF or other funding agencies
- Coordination of the grant application process and reporting
- Organization and execution of network activities and events
- Management of financial and legal aspects related to grants (i.e. budget monitoring, preparation of amendments)
- Dissemination of research results, public relations, and interaction with participating partner institutions and funding authorities
- Overseeing personnel and budget management of the Department
- Managing infrastructural needs of the Department according to scientific demand from principle investigators

The successful candidate will work closely with Paul Schulze-Lefert and the administration of the MPIPZ, including the departmental office, the office of research grants and the personnel department.

**Your qualifications**

This position is suitable for a person who already has grant and science management experience. The preferred candidate holds a PhD degree in the life sciences and has proven skills in scientific writing and coordination tasks. Previous national and/or international experience in research management and funding is an asset. Excellent communication skills in English and proficiency in computer applications (MS office, internet, databases, content management systems) are essential. Knowledge of the German language is also expected. The ideal candidate acts proactively, is solution-oriented and enjoys working in an international and highly interactive environment.

**Our offer**

The part-time position (50 %) is available immediately and the initial contract is for 2 years with the possibility of an extension. Salary and social benefits will be in accordance with the regulations of the German TVöD Bund (salary agreement for public service employees). We especially encourage women to apply.

The Max-Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals. Furthermore, the Max Planck Society seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply.

Please upload your complete application including the names of three referees on our online application platform: https://s-lotus.gwdg.de/mpg/mkzf/spm-psl1217.nsf/Bewerbungen

and apply by January 26, 2018 (application deadline).

Interviews with shortlisted candidates will be held on February 14 and 15, 2018.