The Max Planck Institute for Biogeochemistry in Jena is an internationally renowned research institution with currently about 220 employees and is dedicated to basic research in the field of Earth system sciences with a focus on climate and ecosystems. Our organizational divisions Administration/Domestic Engineering support research projects in Germany and abroad with essential services. From 01.05.2020 we are looking for

Adminstrator for third-party funded projects (m/f/d)
(limited from 01.05.20 - 31.10.21 as parental leave replacement)

Your tasks:

- Administrative support of third-party funded projects (DFG, BMBF, etc.)
- Budget planning in preparation of the application
- Management and monitoring of approved projects with regard to financial and scheduling procedures
- Monitoring the use of funds and cost structure in the area of third-party funding
- Call for funds or invoicing of the third-party donors
- the preparation of interim financial statements and project financial statements at the end of the project period
- Administrative creation of where-used lists and reports
- Collaboration on the annual accounts, in particular on third-party funding
- Preparation of (external) audits
- administrative contact person for the participating scientists and project management organisations

Requirements:

- completed commercial vocational training as a businessman/-woman, business economist (FH) or comparable qualification
- Relevant professional experience in the administration of third-party funds, including knowledge of funding regulations and guidelines for use
- confident knowledge of SAP/HuR and MS-Office
- very good, communicative English skills in spoken and written
- Professional experience in a research institution as well as knowledge of budgetary and funding law is desirable

Our offer:

We offer a diversified job in an attractive, modern and international environment with a good working atmosphere as well as an interesting and varied field of activity, further education opportunities and flexible working hours.

The position should preferably be filled full-time, but part-time work is generally possible.
Remuneration will be in accordance with the collective agreement for the public service (TVöD Bund) according to your qualifications and professional experience. The social benefits correspond to those of the public service.

The Max Planck Society has set itself the goal of employing more severely disabled people. Applications from severely disabled persons are expressly welcome.

The Max Planck Society strives for gender equality and diversity. Furthermore, the Max Planck Society wants to increase the proportion of women in those areas in which they are underrepresented. Women are therefore expressly encouraged to apply.

Your application:

Have we aroused your interest? Then we look forward to receiving your detailed application by **February 29, 2020**, quoting the reference number 02/2020, to

Max-Planck-Institut für Biogeochemie
Personalbüro
Hans-Knöll-Straße 10
07745 Jena

or by e-mail as a PDF document to bewerbung@bgc-jena.mpg.de

Please do not use any application folders, but submit copies only, as your documents will be destroyed in accordance with data protection regulations after the application procedure has been completed.

We look forward to receiving your application!