



The Max Planck Institute for Demographic Research in Rostock is looking for a

Third-Party Funding Manager (m/f)

The Max Planck Institute for Demographic Research is one of the leading demographic research centers in the world. It is part of a network of more than 80 institutes that form the Max Planck Society, one of the most renowned non-university research organizations.

Your tasks

As third-party funding manager, you provide information and advice to Institute researchers on current funding opportunities, guide them through the application process, and support them in implementing the funded projects. You also coordinate and document the Institute's entire third-party funding activities and are involved in the financial accounting, auditing, and financial reporting of these projects. Besides these activities as third-party funding manager, it is also envisaged that you assume the tasks of Deputy Chief Research Coordinator.

Your profile

A PhD in the humanities, social sciences, or natural sciences is desirable. You should have i) experience in the management of scientific projects, ii) a sound knowledge of the German, European and US research funding landscape, of the process of acquisition of third-party funds, and of budget planning and staff management, iii) an interest in deepening and expanding relevant knowledge and skills. High proficiency in spoken and written German and English and a good command of Microsoft Office applications are prerequisites.





MAX-PLANCK-INSTITUT
FÜR DEMOGRAFISCHE
FORSCHUNG

MAX PLANCK INSTITUTE
FOR DEMOGRAPHIC
RESEARCH

www.demogr.mpg.de

Our offer

The position is full time (39 hours/week), to start as soon as possible. The contract is initially limited to 2 years, with the possibility of tenure. Remuneration is at Pay Scale 14 TVöD (Bund), the German federal wage agreement for the public service, and commensurate to experience (starting from approx. 50,000 EUR gross per year). It includes employees' benefits in accordance with the rules of federal employees in Germany.

The Institute has an excellent work environment and offers family-friendly work arrangements (flexible working hours, teleworking, and guaranteed day-care centers for children), occupational health promotion, and opportunities for continuous further training.

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. The Max Planck Society seeks to increase the number of women in those areas where they are underrepresented and thus explicitly encourages women to apply.

Your application

Applications should be in English and include a CV, a letter of motivation including relevant experience in the areas mentioned and contact details of two referees. Please provide copies of certificates of education, other relevant certificates, and, if applicable, performance records.

Please send your informative application at the latest **by April 22, 2018**, using the following website link <https://www.demogr.mpg.de/go/apply-crcrs>.

For questions on the position, please contact Annett Döpke (doepke@demogr.mpg.de).

For information about the Institute, please use the following website link: www.demogr.mpg.de.



MAX-PLANCK-GESELLSCHAFT