



Scientific Project Coordinator (f/m/d)

Max Planck Institute for Physics (MPP) is offering an exciting opportunity for a Scientific Project Coordinator to play an integral role in an ERC-funded international research project, UNIVERSE+: Positive Geometry in Particle Physics and Cosmology. The partner organizations are the Max Planck Institute for Mathematics in the Sciences in Leipzig, the University of Amsterdam, and the Institute for Advanced Study in Princeton.

The successful candidate will be responsible for a diverse range of activities, including the organization of scientific workshops and conferences, the development and maintenance of a joint online seminar series, monitoring of scientific publications, and the regular updating of the project website. In addition to these core tasks, the Project Coordinator will be a key communicator, facilitating seamless interaction between staff at all partner institutions and contributing to various outreach initiatives.

Applicants must possess an excellent command of English, an affinity for modern technology, and strong communication skills. A scientific background is an asset. Other essential attributes include attention to detail, exceptional organizational skills, the ability to manage multiple tasks efficiently, and a proactive approach to problem-solving.

MPP is looking for a team player who can also function independently, demonstrating flexibility and adaptability in a dynamic research environment. Experience in project management tools, budget monitoring, and reporting is also desirable. This role is pivotal in ensuring the smooth operation and success of the project, making it an excellent opportunity for those looking to advance their career in research project management.

Remuneration is based on the Collective Wage Agreement for the Civil Service (TVöD Bund) pay scale up to pay group 13 depending on your qualifications and experience. This post is available on a four-year fixed-term basis with the option of an extension. We are also offering the opportunity to participate in advanced trainings of the Max Planck Society, generating competencies in various fields.

The Max Planck Society strives for gender equality and diversity. 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.

If you have any questions, please contact Vera Kudrin (vkudrin@mpp.mpg.de, tel.: +49 (0)89 32354 334). Interested applicants should send their application until **January, 7th, 2024** exclusively via our online [application portal](#). Regardless of the deadline the call is open until the position is filled. Applications should include a motivation letter, curriculum vitae and certificates of qualifications. We are looking forward to your application!

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The Max Planck Institute for Physics collects and stores personal data that you send for your application. Further information on the data collected can be found at <https://www.mpp.mpg.de/en/studying-and-working/jobs/data-protection-statement-for-job-applications/>