

Scientific project coordinator (d/f/m)

for EU Horizon 2020 FET OPEN consortium MS SPIDOC in part time (50%)

The **Leibniz Institute for Experimental Virology in Hamburg**, Germany, invites applications for a scientific coordinator in the associated research group "**Dynamics of viral structures**" of **Prof. Charlotte Uetrecht**, located at **CSSB** - Centre for Structural Systems Biology. The group studies functions and interactions of viral proteins. Using advanced mass spectrometric techniques, especially native mass spectrometry (MS), structural information of viral protein complexes is derived in a time-resolved manner. In the consortium [MS SPIDOC](#), we develop a new mass spectrometric setup to deliver mass and conformation selected ions to X-rays of European XFEL to eventually perform single particle imaging on intermediates of large viral protein complexes.

Tasks:

- Coordination of scientific research network projects
- Scheduling, task management and reporting
- Organisation of meetings
- Recording of meeting minutes
- Organisation of scientific workshops and conferences

Requirements:

- Active scientific research experience
- Involvement in acquisition of third party research funding
- Experience in 'Science management', including national and international grant and research network applications
- High level of independence and responsibility
- Excellent communication skills and ability to give clear presentations
- Competent and confident demeanour
- High level of team-orientation and flexibility

What we offer:

- Excellent working environment offering continued qualification
- Interaction with highly motivated international team
- Contract according to TV-AVH (equivalent of TVöD)

The post is offered part time (50%), initially until 31st August 2022. Remuneration is according to salary scale E13 TV-AVH (equivalent of TVöD). Disabled applicants will be given priority in case of equal qualification. We aim to increase the percentage of women in research, and therefore encourage female scientists to apply. Equally qualified candidates with disabilities will be considered preferentially.

For further information please visit the website, <http://www.hpi-hamburg.de>, or contact Prof. Charlotte Uetrecht (charlotte.uetrecht@cssb-hamburg.de).

Please send your application by **15th Dec 2021**. Please indicate your earliest possible starting date. Applications providing a motivating cover letter, a CV and the names of at least two referees in a **single PDF** should be sent preferably via e-mail to:

Heinrich Pette Institute, Personnel Department
Martinistraße 52, 20251 Hamburg
email: personalabteilung@leibniz-hpi.de

