

Job posting ref. #01-21055

For over 200 years the Senckenberg Gesellschaft für Naturforschung represents one of the most relevant institutions investigating nature and its diversity. Currently, scientists from more than 40 countries conduct research in the fields of biodiversity, earth system analysis and climate change in seven Senckenberg Institutes across Germany.

Following its mission to analyze and document biodiversity in earth system dynamics – to serve science and society, Senckenberg fosters curiosity-driven and application-oriented research. In Senckenberg at Frankfurt we seek to fill the position of a

Project Manager (SOSA) (m/f/d)
(full time)

The Senckenberg Ocean Species Alliance (SOSA) project combines marine biodiversity research, species conservation, and science communication within one project. This interdisciplinary project is composed of three pillars, the Discovery Unit, Red Listing Unit and the Engagement Unit, whose tasks are tightly interlinked. The Discovery Unit will apply a new model for biodiversity work by providing taxonomic services to users inside and outside of Senckenberg. <http://sosa.senckenberg.de>.

This role is to support all aspects of SOSA and be responsible for general office tasks.

Your tasks:

- Part of the SOSA Management Committee with responsibility for SOSA's success
- Support the project leadership in coordination and administration
- Work collaboratively with SOSA teams, management, Advisory Board, Marine Council, and partners
- Communicate with team, institutional administration as well as external and internal collaborators;
- Organize meetings and document meeting results, coordinate and administer reporting
- Contribute to international networking
- Control the project budget, place orders, make bookings, and process reimbursements for project activities
- Work in close exchange with Senckenberg administration, for instance to ensure compliance of project activities with internal and external statutes and legal requirements

Your profile:

- Curiosity and enthusiasm for biodiversity, especially marine species
- Academic qualification (BSc or MSc degree)
- Proven experience in project, science and office management
- Budgeting and reporting as well as scheduling and organisation
- Excellent office-IT literacy, online skills and team management programs
- Passion for orderly and complete documentation, evaluation and detail;
- Excellent English and German skills, spoken and written
- Strong interpersonal skills, excellent time-management, talent for self-management
- Qualified office manager with basic experience in project management

- Basic understanding of scientific procedures, communication and work flows
- Experience with event management; Knowledge of recruitment procedures
- Knowledge of scientific funding acquisition processes and workflows
- Good ability to work independently, also under pressure and to set boundaries

What can you expect?

- An interesting and challenging task in a dynamic and stimulating team of researchers, technicians and communicators in the diverse SOSA project team
- The opportunity to be at the forefront of a new movement with scientists, conservationists and science communicators dedicated to explore, protect and inspire awe for ocean biodiversity
- Excellent benefits and work/life balance: Flexible working hours – dual career service - leave of absence due to family reasons – parent-child-office – annual bonus payment – company pension scheme – Senckenberg badge for free entry in museums in Frankfurt – leave of 30 days/year

The contract should start ideally as soon as possible after March 2022.

The Senckenberg Research Institutes support equal opportunity of men and women and therefore strongly invite women to apply. Equally qualified handicapped applicants will be given preference. The place of employment is in Frankfurt, Germany. We guarantee adherence to the law on part-time employment.

Senckenberg is a globally connected institute. The working language within this project is English. Frankfurt is a vibrant, international, culturally diverse city and one of the world's travel hubs. We welcome candidates from all nations and can provide support with your relocation process.

Location:	Frankfurt am Main
Volume of employment:	100% full time position (40 weekly working hours)
Type of contract:	Employment shall start as soon as possible after March 2022 and will be initially limited to a 2-year fixed-term contract; an extension to the end of the project, 31 December 2031 is intended

Would you like to apply?

Please submit two documents as email attachments:

- (1) download and complete the information form **for this position** from <http://sosa.senckenberg.de>. This form will be considered **anonymously** and will be used for the initial short-listing process.
- (2) a single pdf including a cover letter and your CV, including names and contact details of three professional references. The one-page cover letter should address your fit to the advertised position as described above. **Use the code created for the form for “blind review” also in the cover letter and in the file name.**
- (3) Please submit two files (see above), mentioning the reference of this job offer (**ref. #01-21055**) before **27 February 2022** by e-mail to : recruiting@senckenberg.de

SENCKENBERG

world of biodiversity

For more information, please see <http://sosa.senckenberg.de> or contact the SOSA Co-Chairs: Dr. Torben Riehl and Prof. Dr Julia Sigwart (torben.riehl@senckenberg.de, julia.sigwart@senckenberg.de).

