

The Alfred Wegener Institute Helmholtz Centre for Polar and Marine Research (AWI) is a member of the Helmholtz Association (HGF) and funded by federal and state government. AWI focuses on polar and marine research in a variety of disciplines such as biology, oceanography, geology, geochemistry and geophysics thus allowing multidisciplinary approaches to scientific goals.

The AWI invites applications for a

## Project Manager

to support its German Arctic Office and the International Directorate Office of the Association of Polar Early Career Scientists (APECS), both based at the AWI research center in Potsdam, Germany.

### **Background:**

Established by AWI January 2017, in consultation with the Federal Foreign Office and the Federal Ministry for Education and Research, the German Arctic Office serves as an information and cooperation platform for German stakeholders from science, politics and industry. The office advises the Federal Government on Arctic issues and fosters Germany's participation in the Arctic Council's scientific activities. The German Arctic Office initiates and organizes national Arctic meetings and events in cooperation with partners from science, politics and industry, and supports the federal government in the representation of German Arctic research and policy at international conferences.

The Association of Polar Early Career Scientists (APECS) is an international and interdisciplinary organization for undergraduate and graduate students, postdoctoral researchers, early faculty members, educators and others with interest in Polar and Alpine Regions and the wider cryosphere. APECS aims to 1) create a network of polar researchers across disciplines and national boundaries to meet, share ideas and experiences, and develop new research directions and collaborations; 2) provide the opportunity for career development for both traditional and alternative polar and cryosphere professions; c) promote education and outreach as an integral component of polar research and to stimulate future generations of polar researchers. The International Directorate Office of the organization is funded and hosted by the AWI in Potsdam.

### **Tasks:**

You will be a member of both offices at AWI Potsdam, working 50% for the German Arctic Office and 50% for the APECS International Directorate Office. Your tasks will include but are not limited to:

- supporting and assisting both offices in the management of projects and events including their planning, coordination and implementation;
- helping with the communication and public relations of both offices, including assisting with the websites and social media and the development of promotional materials;
- handling of administrative tasks for both offices including the maintenance of mailing lists and various financial and accounting tasks and reporting.

## Requirements:

- Minimum of Bachelor degree in natural or social sciences
- Experience in project management
- Strong written communication skills and evidence of experience in writing reports, planning and scoping documents
- Knowledge in communication and public relations
- Experience with social media and other communication tools
- Excellent teamwork and communication skills
- Self-motivated and able to work independently
- Excellent written and oral German and English language skills
- Willingness to travel occasionally, both nationally and internationally
- A proven ability to apply new (also internet-based) technology to manage projects and a willingness to learn new software and computer skills

Furthermore, the following qualifications are beneficial:

- Degree related to Arctic / Polar research
- Knowledge in German national and international Arctic research and politics
- Knowledge of the German Arctic Office and APECS
- Experience in science management and knowledge transfer
- Experience working in international project teams
- Experience in organizing workshops and webinars
- Experience in managing volunteers
- Website design and editing with Typo3 and Joomla
- Knowledge in graphics and design (Adobe Creative Suite)
- Experience with travel expense accounting
- Experience with SAP

For further information please contact **Dr. Volker Rachold** ([volker.rachold@arctic-office.de](mailto:volker.rachold@arctic-office.de)) and **Dr. Gerlis Fugmann** ([gerlis.fugmann@awi.de](mailto:gerlis.fugmann@awi.de)).

The position is limited to 2 years. The salary will be paid in accordance with the German Tarifvertrag des öffentlichen Dienstes (TVöD Bund), up to salary level 11. The place of employment will be **Potsdam, Germany**.

We offer you a multi-disciplinary, international, and fascinating professional environment with flexible working hours, state-of-the-art research equipment, and a first-rate infrastructure. AWI aims to increase the number of women in the scientific staff and therefore encourages women to apply. Disabled applicants will be given preference when equal qualifications are present. The AWI fosters the compatibility of work and family through various means. Because of our engagement in the area of work-life compatibility we have been awarded the certificate "Career and Family".

Please forward your applications with the standard documentation (cover letter with motivation, CV, degree certificates, names and addresses of two referees) by **June 27<sup>th</sup>, 2018** referencing code **78/D/Kli-P** (all documents merged into one PDF file) to: [personal.potsdam@awi.de](mailto:personal.potsdam@awi.de).