



The Leibniz Institute for Research on Society and Space (IRS) in Erkner (near Berlin) offers the position of a

Project Manager (62,5% = 25 hours per week)

February – September 2018 (estimated parental leave)

to provide support to the project coordinator in the administration and day to day management of the “Social Entrepreneurship in Structurally Weak Rural Regions: Analysing Innovative Troubleshooters in Action” (RURACTION) project.

RURACTION is an EU-funded four year Marie Skłodowska-Curie Actions/European Training Network project started on December 1st 2016. The project involves 9 beneficiaries from Germany, Denmark, Ireland, Austria, Poland, Greece and Portugal.

The position is estimated to be limited to 8 months, beginning at February 1, 2018.

Key tasks and responsibilities:

- **Project Implementation** (Timely preparation and distribution of requests for information and documentation to the EU, project partners and affiliated entities. Maintain project plan, including tracking progress against Gantt Chart, updating plan to reflect progress, monitoring research progress together with the doctoral students and their supervisors, ensuring conformance with deliverables and milestones. Report progress, adapt plans and recommend updates to the network.)
- **Support Researchers and Boards** (Provide feedback to the network on the research and training plans of researchers, and provide administrative support through the timely preparation and distribution of notices, agendas and minutes. Recommend adaptations to project plan to the network. Ensure that relevant follow-up action is taken, as outlined in the minutes, including adaptation of project plans. Maintenance of document archives and monitoring of data management proceedings.)
- **Financial Management** (Oversee overall resource distribution and associated expenditure; monitor project finances and financial reporting, in line with the Grant Agreement/Consortium Agreement/Partnership Agreement. Report on financial issues to the network, including analysis and presentation of finances.)
- **Reporting** (Draft, prepare, archive and submit project documentation, including reports to EU, integrate and coordinate contributions from partners.)
- **Organisational Support** (Provide administrative support to the network in the organisation, undertaking and follow-up of meetings, training events and dissemination activities.)
- **Career Development Plans** (Development and monitoring of Career Development Plans (CDPs) for ESRs, leading to the establishment of a project framework/plan, standard operating procedures and processes. Track progress to plans and report any issues to the network.)
- **Dissemination Activities** (Maintenance of the project's website. Oversee dissemination and publicity activities.)

- ***Liaison and Networking*** (Liaise with project members and with external parties including associate partners, guest researchers and EU.)

The job holder will provide a key supporting role in the overall coordination and implementation of the RURACTION project, ensuring that the objectives of the project are achieved in line with the specific provisions of the Grant Agreement, the Consortium Agreement and the Partnership Agreement.

Qualifications, experiences and skills:

- Academic degree, preferably in social sciences/humanities
- Project management experience, preferably of EU (MSCA) projects
- EU administrative, financial and audit systems experience
- Good working knowledge of Microsoft Office applications
- Excellent organisational, interpersonal and communication skills (both English and German) to effect and maintain good partnership collaboration
- Ability to prioritise own workload and work to specified deadlines under pressure
- Ability and flexibility to react adequately to changes in the project plan or to partner/EU requirements
- Calm and efficient approach to meet project and partner demands and deadlines

The position offers:

- Excellent institutional and transnational working environment
- Salary corresponding to TVL 12

Please send your application in English with the reference number **3217** until **October 22, 2017** as a PDF file to bewerbungen@irs-net.de.

The IRS is explicitly committed to the principle of equal opportunities. Women are especially encouraged to apply. Handicapped people will be preferentially considered in case of equivalent qualifications.

The IRS supports the compatibility of career and family and was certified as a family-oriented employer in 2015.

For further information please contact Prof. Dr. Gabriela Christmann (gabriela.christmann@leibniz-irs.de) or Marie-Julie Jacquemot (marie-julie.jacquemot@leibniz-irs.de).