

Job Announcement No. 99/2021

For our nationwide research network “NFDI4Microbiota - National Research Data Infrastructure for Microbiota Research (<https://nfdi4microbiota.de/>)” we are looking for a highly motivated Project Coordinator

Project Coordinator (m/f/d)

to be employed by the Department of [Bioinformatics of Infection Research](#) headed by Prof. Dr. Alice C. McHardy at the Helmholtz Centre for Infection Research (HZI).

Your responsibilities:

- Independent project management and controlling, as well as project communication
- Scheduling and monitoring of milestones
- Budget control and support of financial management
- Close collaboration with cooperation partners
- Organization, implementation and participation in workshops and project meetings
- Creation of posters, presentations and reports
- Data documentation and monitoring of deadlines
- Public relations (including creation and maintenance of websites), PR work
- Supporting the department manager in project management

Your profile:

- Very good university degree in a natural science subject such as computer science, bioinformatics, physics, chemistry or mathematics. A PhD degree and experience in bioinformatics is desirable, but not mandatory.
- Independent and well organized way of working
- High degree of engagement and negotiation skills
- Eloquent expression in written form as well as the ability to understand and present complex issues in written form
- Experience in project work and project management
- Very good German and English language skills, both written and spoken
- Very good computer skills (e.g. Microsoft Excel, PowerPoint) are required as well as organizational skills, teamwork, communication skills and high resilience
- Willingness to travel

The National Research Data Infrastructure (NFDI) has the objective to systematically index, edit, interconnect and make available the valuable stock of data from science and research. So far, these data have mostly been available in a decentralized, project-related, or temporary form. The federation and the states funds the NFDI jointly. Digital data storage is an indispensable prerequisite for treating new research issues, generating findings, and making innovations. Our international department is co-speaker of the newly funded NFDI4Microbiota consortium. The vision of the NFDI4Microbiota consortium is that researchers in microbiology (including bacteriology, virology, protistology, mycology and parasitology) can translate research data easily into a deep understanding of microbial species and their interactions on a molecular level. The mission of the NFDI4Microbiota consortium is to be the central hub in Germany for supporting the microbiology community with access to data, analysis services, data/metadata standards and training.

The department is part of the Helmholtz [Centre for Infection Research](#) and physically located at the Braunschweig Integrated Center for System Biology (BRICS) of the Technische Universität Braunschweig. The Helmholtz Association is the largest research organization in Germany and ranked [7th](#) in the world. Braunschweig has a high density of scientific institutions and is centrally located in Germany, with quick access to various metropolitan areas (Berlin, Hamburg, Frankfurt) and recreational areas (Harz, North Sea, etc.).

Severely handicapped persons with equivalent professional qualifications are given preference. In order to protect your rights, we ask you to provide us with a clearly recognizable reference to the existence of a degree of severe disability in your cover letter or resume.

The position is suitable for part-time work and can be physically located anywhere in Germany (home office on the basis of our company agreement).

The HZI strives for professional equality of women and men.

Starting date:	01.10.2021
Working hours/term:	39.0 hours per week initially limited to 12 months
Salary:	E13 TVöD Bund
Probation period:	6 weeks
Published:	13.07.2021
Application deadline:	22.08.2021

If you have any further questions, please find the contact information of Prof. Dr. Alice McHardy or Ms. Kristin Sauerland [here](#).

When sending us your application documents, please confirm that you have read our privacy policy and that you agree to the processing of your personal data. Please use the text module in our [privacy policy](#) for this purpose.

Without these declarations we cannot consider or process your application and will immediately delete any application documents already received after the application deadline.

Please send your complete application, quoting the **reference number 99/2021**, to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany, or by e-mail to: JobsHZI@helmholtz-hzi.de in CC to jobs.BIFO@helmholtz-hzi.de. If you send your application in electronic form, please **summarize it in one (1) PDF document**. Applications can be written in German or English.