

Job Advertisement: Scientific Coordinator (m/f/d)

Working hours Full time	Charité location Campus Charité Mitte
Entry date April 1 st , 2024	Institute Institute of Medical Sociology and Rehabilitation Science
Duration of employment Temporary (3 years)	Code number DM.244.23b
Application deadline January 8 th , 2024	Pay scale E14

Working at the Charité

The Charité - Universitätsmedizin Berlin is a joint medical faculty, which serves both Freie Universität Berlin and Humboldt Universität zu Berlin. As one of the largest university hospitals in Europe with an important history, it plays a leading role in research, teaching and clinical care. The Charité university hospital has also made a name for itself as a modern business with certifications in the medical, clinical and management fields.

The position at a glance

The Einstein Center Population Diversity (ECPD), funded by the Einstein Foundation Berlin, will bring together leading researchers from the fields of gerontology, demography, sociology, medicine, psychology, and health sciences to investigate the impact of increasing population diversity on socioeconomic and health inequalities. Composed of researchers from Charité Berlin, Freie Universität zu Berlin, Humboldt Universität zu Berlin, Wissenschaftszentrum Berlin (WZB), the Berlin-Brandenburg Academy of Sciences and Humanities (BBAW), the University of Oxford and other collaborating partners in Berlin, the ECPD will focus on changing family structures, increasing family diversity, and their interaction with socioeconomic and health inequalities. For the new coordination office to be established at Charité Berlin, we are looking for a dedicated Coordinator (f/m/d). We offer a dynamic working environment amid interdisciplinary cutting-edge research, family-friendly conditions, creative development opportunities and a high degree of autonomy in a socially highly relevant field of activity.

The Charité stands for diversity and equal opportunity. In the case of suitable qualifications, preference is given to persons with disabilities. ECPD aims to increase the proportion of women in all areas and positions in which they are underrepresented. Qualified women are therefore expressly encouraged to apply.

Your area of responsibility

- Advising and coordinating the ECPD committees
- Financial planning, reporting and controlling
- Planning and organization of scientific conferences and other events
- Scientific communication and transfer to the scientific and social public

Your profile

- Above-average university degree in social sciences, humanities or health sciences, doctorate desirable
- Several years of relevant professional experience in the field of research management and/or the coordination of scientific research projects
- Own network of relevant stakeholders from practice and research is available Personal, methodological and social skills:
- High degree of integrity, commitment and reliability
- Strong political and strategic understanding
- Empathic attitude and diplomatic skills
- Excellent communication, organizational and teamwork skills
- Enthusiasm for scientific research
- Willingness to travel
- Native-level proficiency in German and excellent written and spoken English skills
- Knowledge of the Berlin scientific landscape is an advantage

This is what the Charité brings with it

- A highly professional collaboration in a motivated and interdisciplinary team
- A future-oriented, varied and demanding job with a high level of personal responsibility and personal scope for action
- Discounts on many offers for employees in the areas of shopping, travel and sports

Information about the position

- Pay group 14 TVÖD VKA-K. The classification takes into account the qualifications; the respective experience level is calculated from the years of professional experience. The annual salary (gross) is given for a full-time position without annual special payments, allowances and additional services. You can find the collective agreement [here](#).
- The working hours are 39 hours/week (100% full-time)
- For us, 30 days of vacation is standard
- Application deadline: January 8th, 2024
- Code number: DM.244.23b
- Start date: April 1st, 2024
- The position is limited until April 1st, 2027

Your application

Please send your application to: ecpd@charite.de

Details of contact person

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