



# Project coordinator position: a German-Ukrainian spin electronics & renewable energy research program

The **Max Planck Institute of Microstructure Physics**, Halle, Germany, Department NISE, Director Prof. Stuart S. P. Parkin, is currently recruiting a **project coordinator position** for a German-Ukrainian research project in the field of materials and nanocomponents development for spin electronics and renewable energy research, initiated by the Max Planck Institute (MPI) of Microstructure Physics in cooperation with the V.N. Karazin Kharkiv National University (Kharkiv, Ukraine).

## Your tasks: The candidate responsibilities will include:

- Supporting an international research team to ensure performance of the German-Ukrainian research project in accordance with the timeline and within the approved budget;
- Communication with German and Ukrainian project partners and industrial companies;
- Organizing workshops and project meetings at MPI Halle and V.N. Karazin Kharkiv National University;
- Organizing scientific exchanges and travel between German and Ukrainian partners;
- Coordinating the preparation of a detailed proposal for a 4-year project including major goals, budget and structure that must be submitted within a 12 month period;
- Preparation of cooperation agreements, contracts, personnel plans;
- Maintaining the project website.

## Your profile: We seek a candidate with:

- Master's or equivalent academic degree in physics, natural sciences or engineering;
- Organizational, analytical, and administrative skills, including prior experience in research or academic environments;
- Good command of written and spoken English; German and Ukrainian language skills are an asset but are not required;
- Computer literacy and proficiency, using a range of software packages and online collaboration tools;
- Flexibility and the ability to travel and work independently as part of a geographically distributed team (involving different time zones);
- Experience in coordination of research projects and/or organization of scientific events.

## We offer:

- An exciting, challenging, and versatile job at the interface of science and administration;
- An international and attractive working environment;
- The opportunity to interact with a wide network of international collaborators;
- Flexible working hours;
- Remuneration and social benefits according to TVöD-Bund (German Civil Servant pay scale);
- Fixed-term contract for one year with possible extension up to 4 years if the proposal is funded;
- The starting date is as soon as possible.

## Your application:

- For applications and any other questions, please email [michael.strauch@mpi-halle.mpg.de](mailto:michael.strauch@mpi-halle.mpg.de) with reference to job code **DE-UA project coordinator** including CV and motivation letter.
- The Max Planck Institute of Microstructure Physics gives priority to applications from severely disabled candidates with equivalent qualifications. Furthermore, we strive to increase the proportion of female employees and therefore specifically encourage women to apply.
- For more information please visit [www.mpi-halle.mpg.de/NISE](http://www.mpi-halle.mpg.de/NISE).