The Center for Interdisciplinary Research has the following job opening (100 %):

**Managing Director**

starting as soon as possible

(E15 TV-L or A15 LBesG NRW)

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**Your Tasks**

The Center for Interdisciplinary Research (ZiF) is an Institute of Advanced Study and highly renowned in Germany as part of Bielefeld University. Its concept is to invite and host research groups that comprise scholars from across the globe to engage in interdisciplinary research topics. This has made the ZiF a role model for similar institutions in Europe as well as overseas.

To support the board of directors, we are currently seeking a managing director at the earliest date possible. The tasks include:

- preparation of strategic planning of research
- coordination and preparation of ZiF projects and research groups
- management of personnel and finances, administration of ongoing activities
- conceptual planning and management of public relations
- maintaining contacts to national and international scientific institutions, institutions promoting research and other research-related institutions

**Your Profile**

We expect

- university degree
- doctoral degree
- several years of experience in a responsible position at a scientific institution or an institution promoting research or related to research
- experience in the organization of interdisciplinary research
- distinct research interests
- strong commitment
- experience in management and leadership
- negotiation skills, perseverance, and willingness to cooperate
- pronounced communication skills
- willingness and ability to develop new ZiF formats etc.
- very good language skills (spoken and in writing) in German and English
- competence with regard to gender and diversity

**Remuneration**

Salary will be paid according to Remuneration level 15 of the Wage Agreement for Public Service in the Federal States (TV-L) or, if requirements of civil-service law and law governing public services careers are fulfilled, according to salary grade A15 of the State Payscale Law (LBesG NRW). The position is advertised as a permanent full-time position. In principle, this full-time position may be changed into a part-time position, as long as this does not conflict with official needs.

Bielefeld University is particularly committed to equal opportunities and the career development of its employees. It offers attractive internal and external training and further training programmes. Employees have the opportunity to use a variety of health, counselling, and prevention programmes. Bielefeld University places great importance on a work-family balance for all its employees. Bielefeld University promotes Dual-Career Couples and supports them with a range of services to create a joint centre of work and life.

**Application Procedure**

For full consideration, your application should be received via either post (see postal address below) or email (a single PDF document) sent to bewerbung-karriere@uni-bielefeld.de by the **25th of September 2020**. Please mark your application with the identification code: **wiss20132**. The structured selection process is expected to take place on **21st of October 2020**. Please do not use application portfolios and send only photocopies of original documents because all application materials will be destroyed at the end of the selection procedure. Further information on Bielefeld University can be found on our homepage at www.uni-bielefeld.de. Please note that the possibility of privacy breaches and unauthorized access by third parties cannot be excluded when communicating via unencrypted e-mail. Information on the processing of personal data is available [here](https://www.uni-bielefeld.de/Universitaet/Aktuelles/Stellenausschreibungen/2019_DS-Hinweise_englisch.pdf).

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**Postal Address**

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**Contact (content-related)**

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Bielefeld University has received a number of awards for its achievements as an equal-opportunity employer and has been recognized as a family-friendly university. The university welcomes applications from women. This is particularly true with regard both to academic and technical posts as well as positions in information technology as well as the skilled crafts and trades. Applications are handled according to the provisions of the state statutes on equal opportunity. Applications from suitably qualified handicapped and severely handicapped persons are explicitly encouraged.