



Reference number 108/2020

COORDINATOR (M/F/D) FOR THE IDIV POSTDOC CAREER SUPPORT PROGRAMME

Initially limited until 30 September 2021, extension possible (*subject to final approval of DFG funding*)

50% of a full-time position

Salary: *Entgeltgruppe 13 TV-L*

We are seeking to fill the above position at the **graduate school yDiv at the German Centre for Integrative Biodiversity Research (iDiv)** in Leipzig from 1 October 2020 onwards.

Background

iDiv is a national research centre funded by the German Research Foundation (DFG). Located in the city of Leipzig, it is a central institution of Leipzig University and jointly hosted by the Martin Luther University Halle-Wittenberg, the Friedrich Schiller University Jena and the Helmholtz Centre for Environmental Research (UFZ). The scientific consortium is further enhanced by the expertise of other research institutions, including several Max Planck Society institutes and the Leibniz Association. More information about iDiv: www.idiv.de.

yDiv, the graduate school of iDiv, is going to develop into an overall support unit for early career researchers in integrative biodiversity research, also including postdoctoral researchers and junior group leaders. Here, yDiv will develop and implement a postdoc career support programme that includes courses, coaching, mentoring and networking events on career development within but also outside academia. The programme includes the existing postdoc activities at the universities of Halle, Jena, Leipzig, and UFZ. These activities will be complemented by yDiv offers, funded by iDiv, such as hiring professional trainers, to fill gaps and cater to the particular requirements of iDiv's interdisciplinary researchers.

Tasks

- Strategic conception, implementation, development and continuous improvement of the iDiv Postdoctoral Career Support Programme, including:
 - o Cooperation with iDiv committees as well as affiliated university research academies and non-university research schools
 - o Continuous further education in HR development trends for postdocs in academia and outside academia
 - o Evaluation process of implemented tools
- Supporting and advising postdocs on the programme
- Event conception and organization (coaching, workshops, postdoc retreat, etc.)
- Networking with postdoc development networks, non-university organizations and businesses
- Administrative tasks and budget monitoring

Requirements

- Master's degree or equivalent in a relevant field of the natural or social sciences, law, or humanities
- PhD degree (desirable)
- Familiarity with academic systems (German and/or foreign)
- Experience with administrative processes (esp. academic employment law, DFG funding rules)
- Very good command of German and English (spoken and written)
- Structured working method, organizational competence
- Creativity, enthusiasm and endurance
- Strong communication skills and intercultural competence
- Experience in academic support programmes (desirable)
- Experience in event management and event organization (desirable)
- Experience in the field of personnel development (desirable)

Kindly send your application, quoting the reference number 108/2020, via our application portal at <https://apply.idiv.de>. Applications close on **22 June 2020**. While we prefer applications via this portal, hard-copy applications may also be sent to:

German Centre for Integrative Biodiversity Research – iDiv (Halle-Jena-Leipzig)
Dr Nicole Sachmerda-Schulz
Deutscher Platz 5e, 04103 Leipzig

All applications should include:

- Cover letter describing the applicant's motivation for the project and relevant experience
- Complete curriculum vitae
- Digital copy of the applicant's master's certificate or equivalent (and PhD certificate if applicable)
- Reference letters and/or contact details of reference persons

Selected candidates will be invited to the interview on **7 July 2020**. Travel and accommodation costs will be covered by iDiv.

Queries concerning the application process should be directed to our HR Department (hr@idiv.de). For project-related questions, please contact Dr Nicole Sachmerda-Schulz (nicole.sachmerda-schulz@idiv.de). Severely disabled persons are encouraged to apply and will be given preference in the case of equal suitability. Please note that applying via email is not entirely secure under data protection law. The sender assumes full responsibility. iDiv is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission to do great science. We will welcome, recruit, develop, and advance talented staff from diverse genders and backgrounds.

Privacy information

The personal data contained within your application documents or obtained during the interview will be processed exclusively for the purposes of the selection process for the position advertised. The legal basis for such data processing is Section 11(1) of the Saxon Data Protection Implementation Act (Sächs DSDG) in conjunction with the EU General Data Protection Regulation (GDPR). The controller for the application process within the meaning of the GDPR is the addressee of the application, as specified in the respective advertisement. When processing your application, your personal data will be passed on within Leipzig University to

- *members of the selection committee*
- *the human resources management teams*
- *the Commissioner for Equal Opportunities*
- *the Disability Officers and*
- *if necessary, the Staff Council*

as part of their organisational or statutory responsibilities.

Your personal data will be erased no later than six months after completion of the selection process. In accordance with the GDPR, subject to the relevant statutory requirements you have the following rights vis-à-vis the addressee of the application with regard to your personal data: right of access (Art. 15 GDPR); right to rectification of inaccurate personal data (Art. 16 GDPR); right to erasure (Art. 17 GDPR); right to restriction of processing (Art. 18 GDPR); and right to object to processing (Art. 21 GDPR). If you have any questions, please contact the Data Protection Officer at Leipzig University (office: Augustusplatz 10, 04109 Leipzig). You also have the right to lodge a complaint with the Saxon Commissioner for Data Protection.