



RD Project Coordinator (m/f/d)

Job-ID: 0063/24 | Department: Material Research | Salary: as per tariff (TV-L) | Working Time: 40h/week |
Limitation: initially two years with extension option | Starting Date: as soon as possible

IHP is an institute of the Leibniz Association and conducts research and development of silicon-based systems and ultra high-frequency circuits and technologies including new materials. It develops innovative solutions for application areas such as wireless and broadband communication, security, medical technology, industry 4.0, automotive industry, and aerospace. IHP employs approximately 380 people. It operates a pilot line for technological developments and the preparation of high-speed circuits with 0.13/0.25 μm -SiGe-BiCMOS technologies, located in a 1500 m² cleanroom that meets the highest industrial nanotechnology requirements.

The position:

- Support for the heads of the "Materials Research" and "Technology" departments
- Research and preparation of funding policy information for applicants, project applications and funding bodies; if necessary, conception and organization of internal information events on research funding topics;
- Project planning based on the scope of work specified by the project manager: preparation of project calculation, project schedule, resource analysis
- Exchange of project-related information between departments
- Monitoring of project progress -- tracking budget, schedule, risks and other project metrics - Preparation of project reports (organizational part of the project)
- Proactive support and guidance of applicants from the above-mentioned departments in the planning, application and implementation of externally funded research projects
- Coordination of necessary measures and consultation with legal advisors for the implementation of cooperation and consortium agreements in national and European collaborative projects
- Organization, implementation and participation in national and international kick-off and project meetings

Your qualifications:

You have relevant university or master's degree with knowledge of physics and/or electrical engineering or a related field. A doctorate will be an advantage. You are familiar with the work and organization of a research institution. Ideally you already have experience in science management, especially project management. We need you to be a





strong team player, able to effectively plan and execute your own work, and to work in an organized manner with other creative minds. You will be ideally suited for this position if you have very good knowledge of project management and the requirements and structures of national and European research funding.

As IHP is an international research center, it is necessary that you are fluent in English. German language skills are welcome. The improvement of German language skills is expected and strongly encouraged, e.g. through in-house language courses and intensive courses.

Our Offer:

Conduct research in a challenging, multinational environment giving you excellent career opportunities. You will have the chance to establish international reputation at the edge of top-notch technologies.

It is important to us to support the individual career developments (e.g. conferences, advanced trainings) as well as the personal needs of our employees by offering flexible working hours and the possibility to work off-site. The compatibility of work and family is highly valued. More information about our scientific excellence and the working environment at IHP can be found on our website.

IHP is TOTAL E-QUALITY-certified for equal opportunities for women and men at work and actively pursues the equality of all gender and all groups of people. We promote the professional development of women and strongly encourage them to apply. Disabled applicants, qualified according to the above criteria, will be given preference over other candidates with equivalent relevant qualifications.

Further advantages:

30 days holiday | special annual payment | Company pension scheme (VBL) | Flexible working hours, also part-time (no core working hours) | Possibility to work up to 40 % independent of location according to company agreement | Parent-child room as a possibility to work with a child in case of childcare bottlenecks | A wide range of further training opportunities in-house or within the framework of business trips | Discounted company ticket with monthly allowance of € 15 for various fare zones | Good transport connections, free parking at the institute | Canteen with breakfast and lunch | On-site health services | Company family and care guides | Free, confidential counselling by an external service provider in a wide variety of challenging private or professional situations, for example on how to reconcile work and family life or in psychosocial emergencies | Structured induction and actively supported integration into the institute (welcome workshop, intercultural workshop, joint leisure activities)

Your application:

Have we sparked your interest? We look forward to receiving your application in German or English via our [online application form](#).

For further information regarding the position please contact Prof. Ch. Wenger: career@ihp-microelectronics.com.

