



R/D Project Coordinator (m/f/d)

Job-ID: 3032/26 | 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 410 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:

The position involves providing structured and proactive support to the Heads of the *System Architectures* and *Circuit Design* departments in the planning, application, and implementation of externally funded research projects. The role includes researching and preparing information on national and European funding policies and requirements for applicants, project proposals, and funding bodies. Where appropriate, the successful candidate will design and organize internal information sessions on research funding topics.

Based on the scope of work defined by the respective project managers, the position holder will support project planning activities, including the preparation of project budgets, timelines, and resource analyses. The role further entails facilitating the exchange of project-related information across departments to ensure transparent communication and efficient collaboration.

A key responsibility is the monitoring of project progress, including tracking budgets, schedules, risks, and other relevant project metrics, as well as preparing the organizational sections of project reports. The position also includes proactive guidance and advisory support to applicants throughout the planning, submission, and implementation phases of externally funded research projects.

In addition, the role involves coordinating necessary measures and liaising with legal advisors in the preparation and execution of cooperation and consortium agreements within national and European collaborative projects. The successful candidate will also organize, coordinate, and participate in national and international kick-off meetings, project meetings, and review meetings.





Your qualifications:

You have relevant university or master's degree with knowledge of computer science 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. Krstic: career@ihp-microelectronics.com.

