

Max-Planck-Institut für Molekulare Zellbiologie und Genetik (MPI-CBG)



500 Menschen aus 50 Ländern arbeiten am Max-Planck-Institut für Molekulare Zellbiologie und Genetik (MPI-CBG) und lassen sich von ihrem Forscherdrang antreiben, um die Frage zu klären: Wie organisieren sich Zellen zu Geweben? Das Institut bringt Menschen aus den verschiedensten Disziplinen zusammen, was neue Einsichten und Erkenntnisse eröffnet.

Scientific Project Manager (m/f/d)

Work closely with Prof. Dr. Meritxell Huch and her internationally recognized research group at the heart of organoid and stem cell biology, to coordinate high-profile research projects, connect with a global collaborator network, and ensure the smooth functions of a dynamic, interdisciplinary lab. This is a role for someone who can navigate both the scientific and administrative worlds — bringing together project management, science communication, and operational support.

City: Dresden; Starting date (earliest): At the earliest possible; Duration: 2 years;
Remuneration: Salary and benefits according to qualifications and experience, based on the public-sector wage agreement (TVöD Bund) up to EG13; Reference number: 2025-Huch-ResearchManager-1110; Closing date: 08/09/25

Working field

Project and Grant management:

- Coordinate acquisition and management of collaborative national and international research projects of Prof. Meritxell Huch, funded by the European Commission, the Federal Ministry of Research, Technology, and Aeronautics (BMFTR), the German Research Foundation (DFG) or other major funding bodies.
- Guide the full life cycle of grant applications: from concept development to submission and post- award reporting.
- Oversee personnel planning, monitor budgets, and manage legal and financial aspects for the Huch group in close collaboration with the MPI-CBG Grants, HR, Finance, and Legal teams.
- Manage projects and integrate institute guidelines in the group processes.

Network management:

- Organize and execute network activities and special events.
- Build and maintain relationships with partner institutions, collaborators and funding authorities.

Communication:

In close collaboration with the MPI-CBG Communications Department, you are responsible for:

- Dissemination of research results & public relations activities (e. g. press releases, social media management, outreach events)
- Concept and content of the internal wiki page and external group website

Requirements

- PhD in life sciences or related field.
- Proven experience in research or grant management, preferably with national and/or international projects.
- Strong skills in science communication and stakeholder coordination.
- Excellent English and German
- Proficiency with MS Office, databases, and content management system
- Proactive, well-organized, and comfortable working across diverse tasks in a fast-paced, international environment.

What we offer

- An initial 2-year contract, with a long-term perspective for the right candidate.
- Salary and benefits according to qualifications and experience, based on the public-sector wage agreement (TVöD Bund) up to EG13.
- A dynamic and supportive international research environment.
- The opportunity to shape and support pioneering interdisciplinary research.
- Structured onboarding, access to professional development opportunities, and a collaborative institutional culture.
- Attractive pension plan via VBL (Government Employees' Retirement Fund)
- Discounted job ticket (VVO) and good public transport connections
- Support for a positive work-life balance, including family and childcare matters

Application

Please submit your complete application materials via our online application system stating **2025-Huch-ResearchManager-1110** at <https://careers.mpi-cbg.de/jobs/58684560/Scientific-Project-Manager-m-f-d/> by 8 September 2025.

The following materials should be included:

- Cover letter indicating motivation to apply for the position
- CV
- Academic and professional certificates
- Contact details of 3 approachable professional references

For initial inquiries about the position, contact Dr. Lisa Johnsen by email johnsen@mpi-cbg.de or phone +49 351 210-2136. Questions about the contract or compensation can be addressed to Brian von Rueden, Head of Human Resources, via hr@mpi-cbg.de.

- The Max Planck Society strives for gender equality and diversity. We welcome applications from all backgrounds, regardless of gender, nationality, ethnicity, sexual orientation, religion, age, and other components of identity.
- The Max Planck Society specifically aims to increase the proportion of women in the areas in which they are underrepresented. We therefore explicitly invite women to apply.
- The Max Planck Society is further committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.
- The Max Planck Society supports the compatibility of family and career and is certified according to the "berufundfamilie" ("job and family") audit.
- When you submit a job application to MPI-CBG, you are transmitting personal data. Please refer to our privacy notice for information on how we collect and process personal data in accordance with Art. 13 of the Datenschutz-Grundverordnung. By submitting your application you confirm that you have taken note of the information in our privacy notice.

More information at <https://stellenticket.de/197241/TUBS/>
Offer visible until 18/09/25

