

Helmholtz-Zentrum Dresden-Rossendorf e.V.



With cutting-edge research in the fields of ENERGY, HEALTH and MATTER, around 1,500 employees from more than 70 nations at Helmholtz-Zentrum Dresden-Rossendorf (HZDR) are committed to mastering the great challenges facing society today. At the Helmholtz Institute Freiberg for Resource Technology (HIF), innovative technologies for the circular economy are developed to provide and use mineral and metal-bearing raw materials more efficiently and to recycle them in an environmentally friendly way. The Department of Modelling and Evaluation is looking for a Project coordinator for an EU project (f/m/d).

Project coordinator for an EU project (f/m/d)

City: Freiberg; Starting date (earliest): 01/02/26; Duration: 18 months;

Remuneration: TVöD-Bund; Reference number: 2025/137; Closing date: 28/11/25

Working field

- Liaise with project partners, stakeholders, and the EU Commission to maintain effective communication and collaboration
- Monitor project progress, prepare progress reports, and ensure timely submission of deliverables
- Manage the project budget, track expenditures, and ensure financial compliance
- Organize and facilitate project meetings, workshops, and events
- Identify and mitigate risks to ensure smooth project execution
- Prepare and maintain project documentation, presentations, and records

Requirements

- Completed university studies (Master/Diploma/PhD) preferably in the field of geosciences or related fields
- Relevant professional experience in the specified area
- Excellent organizational and time-management skills
- You have already experience in coordinating EU projects
- Contributions to dissemination and PR activities
- Ability to work independently and as part of a diverse and international team
- Exceptional communication and interpersonal skills
- Ability to travel within the EU as required
- Fluency in English; knowledge of additional EU languages is an asset
- Proficiency in project management tools and software

What we offer

- A vibrant research community in an open, diverse and international work environment
- Scientific excellence and extensive professional networking opportunities
- Salary and social benefits in accordance with the collective agreement for the public sector (TVöD-Bund) including 30 days of paid holiday leave, company pension scheme (VBL)
- We support a good work-life balance with the possibility of part-time employment, mobile working and flexible working hours
- Numerous company health management offerings
- Employee discounts with well-known providers via the platform Corporate Benefits
- An employer subsidy for the "Deutschland-Ticket Jobticket"

Application

We look forward to receiving your application documents (including cover letter, CV, diplomas/transcripts, etc.), which you can submit via our online-applicationsystem: <https://www.hzdr.de/db/Cms?pNid=490&pLang=en&pOid=75814>

More information at <https://stellenticket.de/198967/TUB/>
Offer visible until 22/11/25

