



UNIVERSITÄT  
LEIPZIG



iDiv

German Centre for Integrative  
Biodiversity Research (iDiv)  
Halle-Jena-Leipzig

Reference Number 150/2024

### **Coordinator (m/f/d) for the iDiv Postdoc Career Support Programme**

Founded in 1409, Leipzig University is one of Germany's largest universities and a leader in research and medical training. With around 30,000 students and more than 5000 members of staff across 14 faculties, it is at the heart of the vibrant and outward-looking city of Leipzig. Leipzig University offers an innovative and international working environment as well as an exciting range of career opportunities in research, teaching, knowledge and technology transfer, infrastructure and administration.

**The German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig** is a National Research Centre, currently funded by the German Research Foundation (DFG). Its central mission is to promote theory-driven synthesis and data-driven theory in this emerging field. 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). More information about iDiv: [www.idiv.de](http://www.idiv.de).

**yDiv, the graduate school and postdoc programme of iDiv**, is an overall support unit for early-career researchers in integrative biodiversity research. Our iDiv postdoc programme offers workshops, coaching, mentoring and networking events on career development within but also outside academia. The programme includes the existing postdoc activities at the universities Halle, Jena, Leipzig and at the UFZ. These activities are 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.

The German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig seeks to fill the above position from October 2024.

#### **About the position**

- Limited position as a maternity and possible subsequent parental leave cover (expected until the end of 2025)
- 50 % of a full-time position
- Place of work: Leipzig
- Planned remuneration: salary group 13 TV-L

#### **Duties**

- Strategic conception, implementation, development and continuous improvement of the iDiv Postdoctoral Career Support Programme, including:
  - Cooperation with iDiv committees as well as affiliated university research academies and non-university research schools
  - Continuous training in HR development trends for postdocs in academia and outside academia
  - Evaluation of implemented tools
- Support and consulting of postdocs
- Event conception and organisation (coaching, workshops, postdoc retreat, etc.)
- Networking with postdoc development networks and non-university organisations
- Administrative tasks and budget monitoring

#### **Requirements**

- A completed scientific university degree (Master's or Diploma) in natural or social sciences, law, economics or humanities
- Familiarity with academic systems (German and, ideally also foreign)
- Experience in dealing with administrative processes
- Very good command of German and English, spoken and written
- Knowledge of academic support programmes (desirable)
- Experience in event management and event organisation (desirable)
- Experience in the field of personnel development (desirable)

- A structured way of working and very good organisational skills
- Creativity, enthusiasm and endurance
- Strong communication skills and intercultural competence

#### **What we offer**

- A highly dynamic, collaborative and interdisciplinary working environment
- An appreciative and respectful working atmosphere in a small team
- Flexible working hours with a good work-life-balance
- Goal-oriented staff development throughout your working life, with opportunities for continuous professional development
- A discounted local public transport ticket (e.g. the Deutschlandticket as a job ticket)
- iDiv is a highly international centre with employees from over 30 countries which offers various forms of support for employees from outside of Germany (Welcome Centre, German classes, etc.)
- Leipzig is an attractive city with rich culture and beautiful surroundings, and international visitors usually find it easy to settle in

Please send your application with the usual documents (including a cover letter describing your motivation for the position and relevant experience, a digital copy of your master's certificate or equivalent, and reference letters and/or contact details of two referees) quoting **reference number 150/2024** via our application portal at <https://apply.idiv.de> by **5<sup>th</sup> of August 2024**.

Please note that it is not possible to guarantee confidentiality and rule out unauthorised access by third parties when communicating by unencrypted email. While we prefer applications via the above-mentioned portal, hard-copy applications may also be sent to: **German Centre for Integrative Biodiversity Research (iDiv), yDiv - Ulrike Krumrey, Puschstraße 4, 04103 Leipzig**. We kindly request that you submit copies only, as we are unable to return application documents. Interview expenses will not be reimbursed.

For queries on the application process, please contact our HR department ([hr@idiv.de](mailto:hr@idiv.de)); for position-related questions, please contact Ulrike Krumrey ([ulrike.krumrey@idiv.de](mailto:ulrike.krumrey@idiv.de)).

Leipzig University aims to increase the proportion of women in positions of responsibility and therefore expressly invites qualified women to apply. Severely disabled persons – or persons deemed legally equal to them under Book IX of the German Social Code – are encouraged to apply and will be given preference in the case of equal suitability.

iDiv is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission to do great science. We welcome, recruit, develop and advance talented staff from diverse genders and backgrounds.

#### ***Privacy information***

*If you choose to apply and send us your documents, you do so voluntarily. Any personal data contained within your application documents, or obtained during an interview, will be processed by Leipzig University – as the advertiser of the position – exclusively for the purposes of the selection process for the position advertised. It will not be passed on to third parties without your consent in the individual case. The legal basis for such data processing is Sect. 11(1) of the Saxon Data Protection Implementation Act (SächsDSDG) 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, specified in the advertisement. Your personal data will be stored for six months after the end of the recruitment process and then erased or destroyed in accordance with data protection regulations. You may refuse or withdraw your consent with effect for the future without giving reasons. In these cases, Leipzig University will not or no longer be able to process and consider your application. Under 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.*