

Hier  
entsteht  
Zukunft!

Foto: Uwe Beilhäuser



Saarland University is a campus university with an international reputation for research excellence, particularly in computer science and in the life sciences and nanosciences. The university is also distinguished by its close ties to France and its strong European focus. Around 17,000 students, studying over one hundred different academic disciplines, are currently enrolled at Saarland University. Saarland University is officially recognized as one of Germany's family-friendly higher-education institutions and with a combined workforce of more than 4000 it is one of the largest employers in the region.

The International Strategic Planning Unit, part of the Office of the President at Saarland University, is inviting applications for the following position commencing at the earliest opportunity.

## **Project Manager EURCrossBorderAlliance (m/f/d)**

**Reference number N1103**, salary in accordance with the German TV-L salary scale<sup>1</sup>, pay grade: E 13 TV-L, employment: full-time position, initially for three years, 100 % of standard working time (collectively agreed)

### **Workplace/Department:**

Saarland University has for the last ten years been an active member of the 'University of the Greater Region' (UniGR, [www.uni-gr.eu](http://www.uni-gr.eu)) – a cross-border confederation of six universities from four countries that has played a pioneering role in the field of European university cooperation. The partner institutions within UniGR are now joining forces with universities in two other European border areas, the Balkan and Baltic regions, to create the EURCrossBorderAlliance. The alliance wants to set new standards for the European Higher Education Area and has submitted a proposal to the European Commission to be recognized as one of the 12 higher education alliances in the pilot phase of the European Universities Initiative. As the lead institution in this ambitious project, Saarland University is seeking to recruit a suitably qualified project manager.

### **Job requirements and responsibilities:**

- Project coordination in close cooperation with project partners
- Project and financial management (including quality management and project evaluation) using appropriate methodologies and tools, coordination and monitoring of project progress and project milestones, preparation of progress and financial reports in close cooperation with project partners
- Communication within the project consortium, with external partners and with the responsible directorate-general of the European Commission, working in the languages German, English and French
- Planning and organization of meetings, conferences and other events on behalf of the EURCrossBorderAlliance
- Planning and and compilation of marketing and information materials and production of project-related texts
- Support and supervision of EURCrossBorderAlliance measures to be implemented at Saarland University and the incorporation of such measures into existing structures

<sup>1</sup> TV-L = collective agreement on remuneration of public sector employees in the German *Länder*

• **Required experience and qualifications:**

- University graduate (Master's degree or comparable)
- Excellent written and spoken German and English and business fluency in French
- Relevant experience in the management of larger (externally funded) projects and in cooperative programmes in the European and international higher education sectors
- Proven intercultural competence, knowledge of the higher education systems within Europe would be an advantage
- Strong analytical and conceptual skills, quick to learn
- Confident communicator with good oral and written communication skills and the ability to lead and moderate discussions
- Capable of working in an independent and structured manner and contributing effectively to teamwork and team goals

**The successful candidate will also be expected to:**

- have strong organizational and presentation skills and be able to interact with others in a dependable and professional manner
- be a highly committed and flexible team player with the ability to set and meet deadlines and work under time-constraints
- have excellent office software skills (MS Office)
- be prepared to travel and should enjoy this aspect of the job

We offer you an interesting and intercultural work environment at one of Germany's most European universities. This position offers not only the opportunity for personal and professional development, but also the chance to work on a truly innovative project, establishing the EURCrossBorderAlliance and helping to shape Europe's future. A flexible.

**What we can offer you:**

- A flexible work schedule allowing you to balance work and family
- A broad range of further education and professional development programmes
- An occupational health management model with numerous attractive options, such as our university sports programme
- Supplementary pension scheme (RZVK)
- Discounted tickets on local public transport services ('Jobticket')

We look forward to receiving your **electronic application**. Please quote **reference number N1103** when applying. Applications must be received by no later than **31 May 2019**. Please send a complete, electronic version of your application (single PDF file) to [bewerbung@uni-saarland.de](mailto:bewerbung@uni-saarland.de).

If you have any **questions**, please contact us for assistance. Your contact:

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In accordance with the objectives of its equal opportunities plan, Saarland University seeks to increase the proportion of women in this field. Qualified women candidates are therefore strongly encouraged to apply. Preferential consideration will be given to applications from disabled candidates of equal eligibility. The successful candidate has the option of choosing to work part-time in this position.

Pay grade classification is based on the particular details of the position held and the extent to which the applicant meets the requirements of the pay grade within the TV-L salary scale.

When you submit a job application to Saarland University you will be 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 the Saarland University privacy notice.