Job advertisement no. 112/2022

The Department of Computational Biology of Infection Research, led by Prof Dr Alice C. McHardy, at the Helmholtz Centre for Infection Research (HZI) is looking for a highly motivated

**Project Manager/Scientific Writer**

To support the lab in the acquisition of third party funding, as well as project coordination and reporting. The goal of our projects is the development of algorithms and computer-aided methods for personalized infection medicine, particularly for developing innovative data-driven diagnostic approaches, as well as for vaccine and drug design, by analyzing genomic and metagenomics data sets in combination with clinical and biological metadata. The methods that we develop and apply combine concepts from bioinformatics, machine learning, evolutionary and ecological theory.

The lab is part of the Helmholtz Center for Infection Research (HZI), the Braunschweig Integrated Center for System Biology (BRICS) and Technical University of Braunschweig, Germany. The HZI is a member of the Helmholtz Association of German Research Centers, the largest scientific organization in Germany and ranked 7th among the research institutions in the world. Scientists at the HZI develop strategies to better combat infectious diseases. Their goal is to develop novel approaches for the prevention, diagnosis and therapy of infectious diseases. To this end, they study bacterial and viral pathogens and their interaction with the immune system and explore new active ingredients.

Braunschweig is a centrally located city in Germany, with many scientific institutions, recreational areas, comparably modest costs of living and about 248,000 residents.

**Responsibilities:**
- Contribute scientific reporting expertise and understanding of bioinformatics and clinical medicine to the planning and creation of scientific communications including grant writing, progress reports and scientific manuscripts.
- Independent project management and controlling, as well as internal and external project communication
- Organisation and participation in workshops and project meetings
- PR Work including creation and maintenance of lab and partner websites, posters, presentations and reports that promote understanding and support for the lab’s research mission
- Support of administration team

**Requirements:**
- A proven track record and interest in writing scientific materials.
- Very good university degree in a natural science subject such as computer science, bioinformatics, physics, chemistry or mathematics.
- Ability to understand complex scientific topics and to eloquently present these in written and spoken form.
- Independent and well organised way of working, with a high degree of motivation
- Interest in project coordination and management with willingness to travel for conferences, seminars and meetings.
- Very good German and English spoken and written skills
- Very good communication and positive team working skills

**We offer you:**
- Challenging and varied tasks in a dynamic and international research environment
- Extensive further training opportunities
- Flexible working hours and workplace design
- Support for a better balance between work and private life through our family office
- Your place of work will be based in BRICS, Braunschweig, with opportunities to work from home upon agreement with superiors.
People with severe disabilities and equivalent professional qualifications who are suitable for the position are given preference. In order to protect your rights, we ask you to provide us with a clearly recognizable reference to the existence of a degree of severe disability in your cover letter or resume. The HZI strives for professional equality between women and men. The position is suitable for part-time.

Starting date: As soon as possible. The contract will initially run for 24 months
Salary: E13 TVöD Bund
Working time: 39 hours per week
Place of work: BRICS, Braunschweig incl. Home-Office upon agreement
Probation period: 6 months
Published: 01.07.2022
Closing date: 24.07.2022

When sending us your application documents, please confirm that you have read our privacy policy and that you agree to the processing of your personal data. Please use the text module in our privacy policy for this purpose.

Without these declarations we cannot consider or process your application and will immediately delete any application documents already received after the application deadline.

If you have any further questions, please find the contact information of Prof. Dr. Alice McHardy or Ms. Annie Loh-Bode here.

Please send your complete application, quoting the reference number 112/2022, to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany or by e-mail to JobsHZI@helmholtz-hzi.de. If you send your application in electronic form, please provide a summary in one single (1) pdf document.