

Technische Universität Dresden (TUD), as a University of Excellence, is one of the leading and most dynamic research institutions in the country. Founded in 1828, today it is a globally oriented, regionally anchored top university as it focuses on the grand challenges of the 21st century. It develops innovative solutions for the world's most pressing issues. In research and academic programs, the university unites the natural and engineering sciences with the humanities, social sciences and medicine. This wide range of disciplines is a special feature, facilitating interdisciplinarity and transfer of science to society. As a modern employer, it offers attractive working conditions to all employees in teaching, research, technology and administration. The goal is to promote and develop their individual abilities while empowering everyone to reach their full potential. TUD embodies a university culture that is characterized by cosmopolitanism, mutual appreciation, thriving innovation and active participation. For TUD diversity is an essential feature and a quality criterion of an excellent university. Accordingly, we welcome all applicants who would like to commit themselves, their achievements and productivity to the success of the whole institution.

At the **Faculty of Environmental Sciences, Department of Geosciences**, the **Chair of Geoinformatics** has a vacancy in the project '**NFDI4Earth - National Research Data Infrastructure for Earth System Sciences**' starting **as soon as possible** for the following position

Project Controller (m/f/d)

(Subject to personal qualification employees are remunerated according to salary group E 11 TV-L)

to be filled until September 30, 2026 (time limitation pursuant to TzBfG). Balancing family and career is an important issue. The position is generally suitable for candidates seeking part-time employment. Please indicate the request in your application.

The NFDI4Earth project is part of the National Research Data Infrastructure (NFDI) and addresses digital needs in earth system sciences. It provides researchers with FAIR, coherent and open access to all relevant data as well as to innovative methods of research data management and collaborative data analysis. The project consortium comprises 60 partners from almost all renowned national institutions in earth system sciences and is coordinated by TU Dresden as the spokesperson institution. The advertised position is embedded in the NFDI4Earth coordination office at the Chair of Geoinformatics with strong links to the Center for Information Services and High Performance Computing (ZIH) and the Service Center Research Data at TU Dresden.

Tasks:

- financial project controlling and science-oriented monitoring in the coordination office of the collaborative project NFDI4Earth for the development of a research data infrastructure (NFDI) for the Earth System Sciences, in particular
 - Continuation, further development and implementation of a controlling and monitoring concept as well as operative reporting, taking into account the target-settings and contributing to ongoing reporting
 - Coordination and control of resource and budget planning for the project
 - Preparation and updating of resource plans in close consultation with the project management, the decentralised administration of TUD, the project partners and bodies as well as the German Research Foundation (DFG)
 - Compilation and preparation of data and information for central budget management and control as well as the preparation of annual reports on expenditure of funds

- Updating of master data in the TUD's SAP system, audit-proof filing and documentation
- Supporting project management and project coordination resp. in administrative and organisational matters as well as in cooperation with the partners of the NFDI(4Earth).
- Involvement in the planning, organisation and implementation of project-related events of different formats and target groups (meetings, workshops, conferences, ...).

Requirements:

- successfully completed degree from a higher education institution in economics, natural sciences or comparable fields and several years of experience in financial controlling
- very good knowledge in project management and in planning, application and documentation of third-party funded projects
- extensive experience in digital workflows
- very good MS Office skills (PowerPoint, Word, Excel)
- Knowledge of SAP or a comparable ERP
- Independent working style with the willingness to work overtime during peak workloads
- Communication and teamwork skills as well as flexibility and willingness to work in an agile manner
- Willingness for continuous training
- very good written and spoken English
- Knowledge of university structures as well as experience in science management is an advantage.

Working at the Chair of Geoinformatics offers a creative and solution-oriented work in a team of experts on the future topic of information infrastructures - especially for earth system sciences and environmental applications. We offer a modern workplace as well as access to a modern IT infrastructure and innovative services at the internationally active TU Dresden, with the opportunity to improve your professional knowledge, with flexible working hours as well as a family-friendly working and living environment in the Saxon state capital Dresden. Mobile working is made possible. For further information and questions please contact Mr Jörg Seegert (joerg.seegert@tu-dresden.de).

TUD strives to employ more women in academia and research. We therefore expressly encourage women to apply. The University is a certified family-friendly university and offers a Dual Career Service. We welcome applications from candidates with disabilities. If multiple candidates prove to be equally qualified, those with disabilities or with equivalent status pursuant to the German Social Code IX (SGB IX) will receive priority for employment.

We kindly ask you to **submit your comprehensive application** including the usual documents and the **job reference 'NFDI4Earth'** by **January 13, 2023** (stamped arrival date of the university central mail service applies) - preferably via the SecureMail Portal of TU Dresden (<https://securemail.tu-dresden.de>) by sending it as a single pdf-document to lars.bernard@tu-dresden.de or to **TU Dresden, Fakultät Umweltwissenschaften, Fachrichtung Geowissenschaften, Professur für Geoinformatik, Herrn Prof. Dr. Lars Bernard, Helmholtzstr. 10, 01069 Dresden**. Please submit copies only, as your application will not be returned to you. Expenses incurred in attending interviews cannot be reimbursed.

Reference to data protection: Your data protection rights, the purpose for which your data will be processed, as well as further information about data protection is available to you on the website: <https://tu-dresden.de/karriere/datenschutzhinweis>