

The TUM SEED Center for Sustainable Energies Entrepreneurship and Development at the Technical University of Munich (TUM) seeks to provide higher education at the nexus of sustainable energies and entrepreneurship while researching to support the 2030 Agenda for Sustainable Development. Funded by DAAD, the TUM SEED Center collaborates with eight leading technical universities in the Global South, including institutions in Ethiopia, Indonesia, India, Kenya, Ghana, Uganda, Namibia, and Peru.

Vacant position:

Project Coordinator m/f/d (50-100%)

Start date: 1. August 2024

End date: 31. December 2024 (with a high likelihood of extension until December 2029)

Responsibilities:

- Coordinate project activities and timelines to ensure timely and successful completion of deliverables.
- Assist in developing project work plans and budgets in collaboration with the project manager.
- Responsible for the financial bookkeeping of the project, including money transfers, SAP bookings, communication with the finance department, and reimbursements.
- Monitor project progress and prepare regular updates.
- Organize project events, workshops, and meetings.
- Manage international academic exchanges at TUM, including hotel bookings, organizing excursions, and preparing welcome events.
- Handle communication activities, including website maintenance.

Your profile:

- Bachelor's degree or commercial vocational training in a related field (management, business administration, or international development).
- Proficiency in financial bookkeeping and knowledge of SAP is considered an advantage.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills in German and English.
- Ability to work independently and as part of a team.
- Strong attention to detail and multitasking ability.
- Prior experience in project coordination or management preferred.
- Familiarity with DAAD and BMZ rules and regulations is an asset.

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We offer:

- Attractive position as a project coordinator (50-100%).
- Flexible working hours (both in terms of time and location).
- Positive working atmosphere within a truly international team.
- Opportunity to work at one of the world's leading universities and acquire new skills.

TUM strives to increase the proportion of women. Qualified women are, therefore, particularly encouraged to apply. Severely disabled persons will be given preference if their suitability and qualifications are identical. Employment is by qualifications with appropriate remuneration under the collective agreement for the public service of the Länder (remuneration group TV-L 9).

Application Process

Please send your application (cover letter, CV, certificates, references) in a single PDF file by 16. June 2023, to Ms. Lara Knödler at lara.knoedler@tum.de.

For more information about the TUM SEED Center, visit our [website](#) or [LinkedIn](#) profile.

Data Protection Notice

You submit personal data when applying for a position at the Technical University of Munich (TUM). Please note that our data protection information follows Article 13 of the General Data Protection Regulation (DSGVO) regarding the collection and processing of personal data in the context of your application. By submitting your application, you confirm that you have taken note of the TUM's data protection information.

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