



The Institute for Communication Science and Media Research (IfKW), Prof. Dr. Fröhlich at Ludwig Maximilian University Munich, invites experienced, highly motivated project managers to apply for the following position:

## **EU Project Manager (f/m)**

**67% position, TV-L 13, for 3 years, from January 2014**

The position will serve as main project manager for a large EU-funded FP7 research project on the role of media in conflict, involving 9 European universities and research institutions. The project manager assures a smooth and successful execution of the project in close cooperation with the project coordinator, Prof. Dr. Romy Fröhlich at LMU Munich. The project manager will work with her to implement the project's administrative and financial management, and support the entire, international research team in the conduct of the project.

### **Suitable candidates should...**

- hold a university degree (at least MA or equivalent)
- command experience in managing EU-funded, internationally collaborative research projects, and wide knowledge of EU reporting rules and financial guidelines
- have excellent skills in project management and administration
- be versed in the use of project management software and communication tools
- be experienced in international correspondence with both researchers and administrative bodies
- possess excellent (written and spoken) English communication skills, and at least basic German language skills
- be willing to travel for meetings related to project management
- possess a pro-active and problem solving attitude, capable of controlling deadlines, people and results in a positive way;
- be experienced with cultural differences and capable of handling this diplomatically.

Additional desirable skills, which are not mandatory, include knowledge of intellectual property regulations, and any additional foreign language skills relevant to the team and its research (Albanian, Arabic, Croatian, French, Greek, Hebrew, Serbian, Spanish).

### **The candidate is expected to...**

- take charge of the management of the research project, in close collaboration with the project coordinator, Prof. Dr. Romy Fröhlich
- implement and manage the legal, administrative and financial framework of the project, including its reporting procedures (in coordination with the responsible researchers within the consortium)
- assist in (the organization of) disseminating activities (workshops, conferences, publications, online contents)

- coordinate with the EU's Project officer in Brussels and the administrations of the participating institutions
- maintain and facilitate communication between the project partners and the coordinator
- manage internal relations with project co-workers, maintain contact with external stakeholders and act as first contact for the project
- prepare and conduct team meetings and support the team in the organization of other events (workshops, conferences, etc).
- collaborate with the entire project team to facilitate the research work and provide administrative support

**The department and project consortium provides the candidate with...**

- an international, excellent research environment within a large, EU funded, innovative, collaborative research project
- project management experience in a highly socially relevant research project
- a large and high-ranking network of project partners, associate partners and excellent contacts in academia, NGOs, politics/administration, etc.
- a generous budget for administration-related travelling (attending project meetings etc.)
- access to LMU's diverse opportunities and support for lifelong learning and other training facilities

**To apply, suitable candidates should submit the following by email to Prof. Dr. Romy Fröhlich ([froehlich@ifkw.lmu.de](mailto:froehlich@ifkw.lmu.de)) by 22.09.2013:**

- a cover letter
- a CV, addressing the required skills (above), including academic degrees, publications (if any), and any other activities of relevance to the above task (employments, internships, trainings, etc.)
- copies of the relevant academic certificates (scanned)
- references from the coordinators (including contact details) – at least one, preferably two previous internationally collaborative, EU-funded projects managed by the candidate

All these documents should be submitted as one joint PDF attachment.

**Job interviews are expected to take place in October.**

LMU Munich is an equal opportunity employer. The University continues to be very successful in increasing the number of female faculty members and strongly encourages applications from female candidates. LMU Munich intends to enhance the diversity of its faculty members. Furthermore, disabled candidates with essentially equal qualifications will be given preference.

For further information on Prof. Dr. Romy Fröhlich and her team, the Institute for Communication Science and Media Research, and LMU Munich, please consult these links:

Prof. Dr. Fröhlich: <http://www.ifkw.uni-muenchen.de/lehrbereiche/froehlich/english/index.html>

Dr. Baden: [http://www.ifkw.uni-muenchen.de/personen/mitarbeiter/baden\\_christian/index.html](http://www.ifkw.uni-muenchen.de/personen/mitarbeiter/baden_christian/index.html)

IfKW: <http://www.en.ifkw.uni-muenchen.de/index.html>

LMU: <http://www.en.uni-muenchen.de/index.html>

For specific inquiries, please contact Dr. Christian Baden ([c.baden@lmu.de](mailto:c.baden@lmu.de)), +49-89-2180-9425