

The Leibniz Centre for Tropical Marine Research GmbH (www.leibniz-zmt.de) is an independent research and teaching institute that provides scientific knowledge for the protection and sustainable use of tropical coastal ecosystems. To this end, we work in an inter- and transdisciplinary manner with our partners in the tropics. The ZMT is a member of the Leibniz Association.

The ZMT Academy coordinates and develops training, education programmes, and career development. The programmes offered by the ZMT Academy are aimed at doctoral and postdoctoral, as well as alumni and visiting scientists of ZMT. The competences of scientists in the early stages of their careers are further expanded so that they can successfully pursue their career within or outside of science. To lead this important unit, ZMT is now looking for a highly motivated and experienced person as (subject to release of funds):

Head of ZMT-Academy (gn)

(Reference: 10-Academy)

In light of a successful restructuring at ZMT into interdisciplinary programme areas in 2023/24, and with a planned strategic [extension](#) in 2025, we expect the ZMT Academy to grow into an internationally visible hub for both academic and personal development for ZMT scientists in the early stages of their careers.

Your tasks:

1. Supervision and continuous development of the ZMT doctoral programme
 - Quality assurance and continuous development of doctoral student support, including consultation during onboarding and professional trainings and career development (Welcome Week, courses, retreats, etc.)
 - Administration and allocation of funds to support doctoral students
2. Support and continuous development of the programme for Postdocs
 - Development, organisation and implementation of advisory services and courses for postdocs including consultation during onboarding
 - Career counselling for postdocs (in-house and with external coaches)
3. Supervision and development of funding programmes for international guest researchers
 - Lead collaboration on the strategic orientation of ZMT's visiting scholar programmes
 - Coordination and realization of scholarship programmes (e.g., DAAD, NAM)
 - Enable alignment of guest researchers in ZMT's research and training programmes
4. Coordination and development of ZMT Visitors Office for long-term international researchers
 - Establishment and coordination of the Visitors Office (incl. visa and accommodation support, contact with the UBRA Welcome Centre.)
 - Lead coordination on extending the visitor programme via ZMT's planned strategic extension from 2025 onwards and align it with ZMT's partnership strategy
5. Coordination and development of the ZMT Alumni Network
 - Lead collaboration on an Alumni strategy in cooperation with other ZMT stakeholders, including ways to integrate the Network for ZMT's transformative research agenda

- Maintaining the Alumni database of doctoral students, postdocs and guest researchers

6. Coordination, implementation and monitoring of the ZMT Diversity Initiative

Requirements:

- Master's degree, preferably also PhD. Field of specialisation that fits to ZMT
- Good knowledge of the scientific system and of working in a scientific organisation
- Very good written and spoken German and English skills
- Structured worker with a good understanding of development cooperation processes
- Enthusiasm, creativity, commitment, and an open mind with strategic skills

Desirable qualifications:

- Work experience in consulting, science management, as well as international training and career development formats (incl. counselling, coaching)
- Experience in project management, conceptualisation of event and training formats
- Communication, co-operation and conflict resolution skills, lateral leadership experience

Further information: For questions please contact Dr. Janine Reinhard, email: janine.reinhard@leibniz-zmt.de, or Dr. Annette Breckwoldt (annette.breckwoldt@leibniz-zmt.de)

Further details of position: Salary will be paid according to the German TV-L (EG 13). The position is available for part-time (85 % of a full-time position) employment starting September 1st, 2024. Interviews will likely be scheduled for Friday 14th June 2024.

ZMT is an equal opportunity employer. Applicants with a migration background are welcome. Persons with severe disabilities are given special consideration if they have the same professional and personal qualifications. The ZMT values its diverse workforce and pursues the goal of providing equal opportunity, which incorporates gender neutrality (gn). We will be happy to accept your documents without a photo.

We offer:

- A challenging and varied job in an international, dynamic and interdisciplinary research environment
- A motivated and committed team from different countries and cultures
- An open and cooperative working atmosphere
- Opportunities for personal and professional development
- Interesting, varied and challenging tasks and family-friendly working conditions
- Company pension plan (VBL)
- Company health promotion and optional company fitness programme (EGYM Wellpass)

Submission of application:

Please submit a cover letter, CV, summary of your PhD project(s)/dissertation(s), the names of two referees; letters of recommendation are also welcome. Please submit your application **by 31.05.2024 as a single pdf file** with the reference number "10-Academy" to Ms. Carina Seemann, email: bewerbung@leibniz-zmt.de.

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