

The TUM SEED Center for Sustainable Energies, Entrepreneurship and Development at the Technical University of Munich (TUM) aims at offering higher education at the intersection of sustainable energies and entrepreneurship and conducting research to contribute to the 2030 Agenda for Sustainable Development (www.seed.tum.de). The TUM SEED Center is funded by DAAD and collaborates with eight leading technical universities in the Global South, including Bahir Dar University (Ethiopia), Bandung Institute of Technology (Indonesia), Indian Institute of Technology Bombay (India), Jomo Kenyatta University of Agriculture and Technology (Kenya), Kwame Nkrumah University of Science and Technology (Ghana), Makerere University (Uganda), Namibia University of Science and Technology (Namibia), and Pontificia Universidad Católica del Perú (Peru).

TUM SEED Center is looking for:

Junior Project Coordinator m/f/d (100%)

The position will start on June 1, 2023 until December 31, 2024 (with the possibility of prolongation).

Your tasks include:

- Support the coordination of project activities and timelines to ensure timely and successful completion of project deliverables
- Assist in the development of project work plans and budgets in collaboration with senior project coordinator
- Monitor project progress and prepare regular updates
- Conduct research and analysis to support project design and implementation
- Liaise with project partners and stakeholders to ensure effective communication and collaboration
- Organize project events, workshops, and meetings
- Responsible for international academic exchange at TUM, including tasks such as hotel bookings, organising excursions and preparing a welcome event

TUM SEED Center is funded by:



Your profile:

- Bachelor's degree in a related field, such as project management, business administration, or international development
- Strong organizational and project management skills
- Excellent written and verbal communication skills in English and German
- Ability to work independently and as part of a team
- Strong attention to detail and ability to multitask
- First experience with project coordination or management preferred
- Familiarity with DAAD and BMZ rules and regulations are considered an asset

We offer:

- Highly attractive position as junior project coordinator (100%)
- Flexible working hours (in terms of time and location)
- Nice working atmosphere in a truly international team
- Possibility to work at one of the leading universities worldwide 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 essentially the same. Employment is in accordance with qualifications with appropriate remuneration pursuant to the collective agreement for the public service of the Länder (remuneration group TV-L 9).

Application

We look forward to receiving your application by e-mail (cover letter, curriculum vitae, certificates, references) in a pdf file no later than **April 16, 2023** to Mrs. Lara Knödler (lara.knoedler@tum.de), Technische Universität München, TUM SEED Center, Alte Akademie 14, 85354 Freising, Germany. For more information relating the TUM SEED Center you can visit the webpage: www.seed.tum.de or LinkedIn profile <https://www.linkedin.com/company/tum-seed-center/>.

Data Protection Notice

When applying for a position at the Technical University of Munich (TUM), you submit personal data. Please, note our data protection information in accordance with 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.