

Job Opportunity

We seek to fill the following full-time **post-doc position at TU Wien** (Vienna University of Technology):

Funding for this position comes from the Austrian Science Fund (FWF) in the framework of a recently approved SFB (DE: Spezialforschungsbereich, EN: collaborative research center): ***Taming Complexity in Materials Modeling, TACO***. The first funding period comprises four years, and the project may be renewed for a further four years upon positive evaluation at the end of that period. The participants in the project are research groups in the areas of physics and chemistry from TU Wien and the University of Vienna.

The objective of the project is the improvement of experimental and theoretical materials modelling, in particular with the help of machine learning. The focal point is the understanding of energy-relevant phenomena and processes at the atomic scale. A stimulating and productive cooperation of the participating researchers is essential for the overall success of the project, as is the public presentation of the project. For an effective organization and financial management of the project, and for proactive participation in our outreach activities we are looking for a

Science Manager

Job description:

- Management of the administrative tasks within the SFB. This includes assistance with financial administration, reporting, hiring, hosting visitors (in particular foreigners), and other project management issues and communication with FWF and within other departments of both universities.
- Progress monitoring and documentation
- Presentation of the generated knowledge (publications, main achievements, developed codes) to the wider public and disseminating the scientific achievements. This includes the maintenance of a well-organized web page with up-to-date information on publications, information on the members of the SFB, and presentations of scientific highlights in formats accessible to a broad audience.
- Public relations related activities, contact with media, other research entities, and funding agencies.
- Coordination of open-access and open-resource/open data resources in cooperation with the individual subprojects of the SFB
- Organization of events (seminars, colloquia, bi-annual SFB workshops and retreats)
- Possibility for participation in research activities

Qualifications:

- Doctorate, preferably (but not necessarily) in an area related to the topic of the SFB
- Proficiency in English and German
- Excellent communication skills, interest in science, stress resilience, a knack for coordinating interdisciplinary cooperations, team spirit, and an innovative mind oriented towards problem solving

- Experience with software (office, web design)
- Social media and moderation skills
- Organizational and management skills

We offer a stimulating work environment in a frontier research setting, a friendly work atmosphere and a high degree of independence. The salary is commensurate with FWF guidelines for a post-doctoral position <https://www.fwf.ac.at/en/research-funding/personnel-costs>. The original appointment is for 4 years, depending on the renewal a maximum appointment for 8 years is possible.

The Science Manager reports to the Coordinator of the SFB, Prof. Ulrike Diebold, and any questions related to this opportunity can be directed to her (ulrike.diebold@tuwien.ac.at).

We seek to fill the position on or shortly after March 1, 2021.

If interested, please send your application as one pdf file. This should include a motivation letter, curriculum vitae with publication list (including evidence of required and desired qualifications), and contact addresses of 3 references.

Email to ulrike.diebold@tuwien.ac.at by February 15, 2021, the latest.