

## Personal Assistant (50%)

### Task Description:

The Membrane Technology Department at the Institute of Functional Interfaces (IFG-MT) is an international research team with a diverse range of activities. In 2020 IFG-MT will become the Institute of Advanced Membrane Technologies (IAMT) and face new administrative challenges.

The overall research vision is through advanced yet appropriate technologies to provide safe water for all children. In this context, the work of the team encompasses experimental laboratory research at KIT as well as fieldwork in developing countries, including Sub-Saharan Africa.

A personal/research assistant will have specific tasks;

- ◆ Personal assistance to the Head of Institute (meeting, outreach & event organization)
- ◆ Administration of IFG-MT ranging from travel arrangements through to personnel/recruitment and collaboration contracts with industry and international partners
- ◆ Procurement of research materials and contracts through SAP
- ◆ Financial controlling of IFG-MT budgets, Helmholtz programme research and third party funding
- ◆ Management of funding application administration and reporting requirements for third party funding
- ◆ Liaise with KIT administration for the day to day operation of IAMT
- ◆ Administration of teaching activities through the CIW faculty



It is desirable for the personal assistant to be adaptable to an international 'start-up' team, be interested in the particular research topic and bring skills that will benefit IFG-MT to function effectively.

### Qualifications: **Position is open to applicants with degrees from diverse backgrounds**

Self-motivation, independence, organisation skills, creativity, very good computer proficiency in particular MS Office, experience with SAP and large organization administration.

Excellent German & English language proficiency both in oral and written communication is essential.

Basic interest in global issues in water science & engineering would be helpful.

### Affiliation: **KIT - Membrane Technology, Institute of Functional Interfaces (IFG-MT)**

c/o KIT Campus North, Building 352 (Entrance East), Rm 217, Hermann-von-Helmholtz-Platz 1, 76344 Eggenstein-Leopoldshafen, Germany

**Deadline:** Applications are open. Candidates will be considered continuously until the position is filled.

**Start Date:** Flexible

**Pay:** Negotiable according to public paycales and candidate skills.

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**Applications:** Please send applications with CV, academic transcripts, and a personal motivation letter with a response to the task requirements.