

JOB ADVERTISEMENT

The German Federal Institute for Risk Assessment (BfR) is the national institute which prepares expert reports and opinions on questions concerning the safety of food, feed and chemicals, as well as consumer health protection, on the basis of internationally recognised scientific evaluation criteria. It advises the Federal Government and other institutions and interest groups in these areas. The BfR conducts its own research on topics that are closely linked to its assessment tasks. It is an institution with legal capacity within the portfolio of the Federal Ministry of Food and Agriculture (BMEL).

The following permanent position is to be filled with immediate effect in the **Experimental Toxicology and ZEBET** department at the BfR:

Scientific Officer
- Salary group 13 TVöD -

Reference number: 2067/2018

Part-time work is possible.

Duties:

- Support of the department management with operative tasks and correspondence, as well as the coordination of operative tasks within the BfR, Bf3R and “Experimental Toxicology and ZEBET” department
- Active involvement in the development of concepts within the scope of operative and strategic department planning and the German Centre for the Protection of Laboratory Animals
- Management of the Bf3R Committee
- Keeping of minutes of committee meetings (Bf3R Committee, unit heads’ meetings, closed meetings, internal work meetings etc.)
- Preliminary work for presentations and speech manuscripts for the department management
- Development, operative planning and implementation of target group-oriented communication measures to enhance the dialogue on the tasks and objectives of the German Centre for the Protection of Laboratory Animals
- Support in the acquisition of third party-funding and drafting of scientific publications

Requirements:

- University degree (master’s diploma or comparable university degree) in Human or Veterinary Medicine, Biology or comparable scientific subject, doctorate preferred
- Sound specialised knowledge and experience in the field of experimental biomedical research and translational medicine
- Enjoyment, knowledge and experience in the operative support of scientifically managed organisations
- Experience of quality management preferred
- Experience in the field of scientific communication preferred

- Experience in the application for and administration of research projects and the acquisition of third party projects
- Proven scientific publication activities
- Interest in the tasks and goals of the German Centre for the Protection of Laboratory Animals
- Experience of work in scientific committees, national and/or international
- Strongly pronounced sense of responsibility and great willingness to learn, communication capacity and ability to deal with conflicts
- Manner of working that focuses on results and resources
- Experience in the managing of interdisciplinary scientific teams of advantage
- Ability to manage in a family-conscious manner, knowledge of the connections between management style, motivation and willingness to perform
- Willingness to further develop management skills
- Very good foreign language skills, in particular written and spoken English
- Good computer literacy as well as a conscientious work approach, flexibility, ability to work in a team and the ability to cope with pressure are prerequisites

The place of work is Berlin.

More detailed information is available from Prof. Dr. Schönfelder (Tel.: 030 18412-2286).



The BfR welcomes applications from people of all nationalities. The BfR is an innovative scientific institute offering family-friendly working conditions for which it was awarded the “audit berufundfamilie®” (work and family) certificate. The BfR guarantees equal career opportunities for women and men, and is therefore particularly interested in receiving applications from women. In the case of equal suitability, severely disabled applicants will be given preferential consideration and are only required to have a minimum level of physical suitability.

Application procedure

Does this appeal to you?

Then please submit your application via our online system by **04 October 2018**:

[Apply online](#)

If you have any questions regarding the application procedure, please contact: bewerbung@bfr.bund.de. Please do not send any applications to this e-mail address.

If you are unable to submit your application online, you have the option of sending it by standard mail, stating the relevant **reference number** (Bundesinstitut für Risikobewertung, Personalreferat - 11.17 -, Max-Dohrn-Str. 8-10, 10589 Berlin, Germany).

