

STELLENAUSSCHREIBUNG –

Projektadministration öffentliche Förderprojekte / Assistenz der Geschäftsführung (Teilzeit 80%, Elternzeitvertretung)

JOB OFFER –

Project administrator for publicly financed research projects / Management Assistant (part-time 80%, parental leave replacement)

Perspectives Climate Group – Office Hamburg, Germany

Applications closing date: 4th of November

Perspectives Climate Group is currently seeking a highly **motivated, skilled** and **communicative assistant** with experience in public project administration – in particular financial and organisational management of publicly funded research and advisory projects - to strengthen and support our team in Hamburg, Germany.

Perspectives provides globally leading research and consultancy services on **international climate policy**. We are an international group of companies located in Freiburg, Hamburg (Germany), Zurich (Switzerland) and Alicante (Spain). Our international team conducts climate policy research and consults private and public sector clients all over the world. We are strongly engaged in the UNFCCC process, and internationally recognised for our outstanding contribution to the establishment and advancement of the Clean Development Mechanism (CDM) and innovative, future oriented carbon market activities and climate policy approaches such as Nationally Appropriate Mitigation Action (NAMAs) and Nationally Determined Contributions (NDCs) in the context of operationalizing the Paris Agreement.

Job description

Your tasks will encompass in particular:

- Support with and self-responsible finalisation of **expenditure reports of funds** ("Zahlenmäßige Verwendungsnachweise") for projects funded e.g. by the German Ministries, German and European research funding programmes, etc.;
- Financial controlling and administration of research projects, including calls for funds ("Mittelabrufe"), preparation of billing documents ("Belegliste") and time sheets;
- **Support** of our management in **organizational and administrative** tasks such as logistical support and travel bookings; steering and coordination of assistant's support; invoicing and travel reimbursement; administration of consultancy project, and similar;
- Contributions to **proposal development and offer writing**.

Your profile

- University degree, ideally in Public or Business Administration; or University degree in Environmental Management, Economics, Social Science, or similar disciplines with strong experience in project administration;
- Minimum of 3 years of proven track record in project controlling, administration and expenditure reports of funds;
- Knowledge of financial proposal development for research projects (familiarity with German and/ or European funding requirements such as *Horizon 2020* is considered a plus);

- Experience in science management and administration (familiarity with relevant online tools such as *easy online* or *profi online* is considered an asset);
- Familiarity with requirements and procedures of managing research and other grants;
- Detail-oriented and committed to deliver high-quality outputs;
- Passion and commitment to work on sustainable development and climate change topics;
- Ability to deal with ad-hoc requests in limited time and under pressure;
- Enjoy working autonomously as well as within a diverse international team and to proactively communicate with colleagues;
- Proficient user of Microsoft Excel, Power Point and Word;
- **Full working proficiency in English and German is a must;** French and/or Spanish writing and speaking skills are considered a plus.

Starting date / Contract

Planned for 1st of January or 1st of February 2019.

The contract period is initially until 29th of February 2020 for parental leave replacement, but it might be possible to make this a permanent position. The position is part-time (80%); details can be discussed during the job interview.

Applications

If you are interested in this position and to work in a flexible work environment, with a young and dynamic team and a lot of space for your own ideas we would be happy to hear from you! Please send your cover letter including your salary expectation and references as well as your CV in English by the 4th of November 2018 to Mrs. Cathrin Arenz at: arenz@perspectives.cc, specifying as email subject line "Project administrator" and your name and surname. Job interviews are conducted between 19th and 23rd of November.

Perspectives is an equal opportunity employer and thus encourages male and female applications.