

## Project Administrator (TV-L 11, 100%)

The ECMI invites applications to fill a four-year position of **Project Administrator** (TV-L 11, 100%) to assist in overall project management at the Centre and to be specifically responsible for the financial implementation of a European Cooperation in Science and Technology (COST) Action.

### THE POSITION

The ECMI is an international research institution focused on the academic and policy-relevant study of ethno-cultural groups and national minority issues in Europe. The Centre operates a range of both academic as well as more action-oriented projects, which are funded by varying external partners (e.g. the German Research Foundation DFG, the Danish Ministry of Foreign Affairs, the German Federal Foreign Office, the German development agency GIZ). The Project Administrator will be responsible for working with the Director and other relevant staff with regard to the financial and administrative management of these projects.

In addition, the ECMI will launch in September 2024 a four-year EU COST Action, "Language Plurality in Europe's Changing Media Sphere" (PluriLingMedia, CA23105). The Action will involve organizing a continual series of collaborative meetings, annual conferences, training schools and workshops together with some 40 partner institutions across Europe. As **Grant Holder Manager** (GHM) for the Action, the successful employee will be responsible for carrying out overall financial management including processing reimbursements and other administrative tasks. The GHM will report to the Action's Chair and the Scientific Representative (both based at the ECMI) as well as liaise actively with the Action's Management Committee.

### SELECTION CRITERIA

Successful candidates for the position will have the following qualifications:

- A BA (or higher) degree in the social sciences or business administration.
- At least 2 years of work experience in financial project management within the commercial, academic, NGO or development sectors.
- Excellent written and oral command of German and English.

Additionally, the following are considered assets:

- Prior experience with budget administration, financial planning or accounting at an organizational level.
- Prior experience with EU academic project management (HORIZON, COST, ERC, etc.).
- Written and oral knowledge of Danish.

If you feel that you do not quite meet all the aforementioned criteria, we encourage you to apply regardless. We understand that people have multiple lived experiences, and we encourage people from diverse backgrounds to apply.



## CONTRACTUAL ISSUES

The position shall be for a period of **four years**. The salary level will be guided by the German TV-L system ("Collective Agreement for Public Service of the Länder") with regular adjustments for inflation. The position is ranked at E-11, with more a precise grading taking place based on the candidate's qualifications. The successful candidate must take up employment at the seat of the ECMI in Flensburg and be willing to travel as necessitated by project work or outreach activities. A Personnel Agreement at the ECMI governs rules for flextime and remote work. Further information can be obtained by contacting the ECMI director, Vello Pettai: [pettai@ecmi.de](mailto:pettai@ecmi.de).

## APPLICATIONS

Interested applicants should submit a CV and a cover letter explaining their motivation for the position as well as suitability for the tasks and qualifications listed above. Application materials should be submitted electronically to Maj-Britt Hansen ([hansen@ecmi.de](mailto:hansen@ecmi.de)) **no later than 2 September 2024**. Short-listed candidates will be invited to an interview during the week of 16 September 2024. The ECMI is looking to fill the position by 1 October 2024 or shortly thereafter.

## THE INSTITUTION

The ECMI is an international, multi-disciplinary research and competence institution founded and funded by Denmark, Germany, and Schleswig-Holstein, working with governments, civil society, the academic community, and international organisations on national minority issues in Europe. We aim to provide governments and the public with relevant research and analysis about national minorities as well as to influence the European agenda on minority affairs. The centre offers a multicultural, English-language working environment with varied tasks and opportunities for professional advancement. Our management structure is flat with a high degree of autonomy in research work.

The ECMI is an equal opportunity institution with a commitment to improving equity, as well as advancing researchers with disabilities and from other minority or underrepresented groups, including gender, linguistic, religious, ethnic, and national minorities. We therefore explicitly encourage applications from such candidates.

If you feel that you do not quite meet all the aforementioned criteria, we encourage you to apply regardless. We understand that people have multiple lived experiences, and we encourage people from diverse backgrounds to apply.