

The **Max Planck Institute for the Physics of Complex Systems** in Dresden is seeking applications for the position of

Head of Visitors Program (m/f/d)

The institute conducts fundamental research in the area of theoretical physics and the visitors program is an essential component of our scientific mission. This includes the workshop program, consisting of around 20 international meetings at the institute annually, as well as research stays of variable duration of individual scientists from all over the world, ranging from students all the way to senior faculty.

Your responsibilities

As head of visitors program, you play a pivotal role in maintaining and developing the operations at the interface of science and administration. Together with the head of administration, you advise and support the directors of the institute and are responsible for the operational execution of the decisions. You lead an efficient team that handles the organization of workshops and supports guest scientists during the preparation and the conduction of their research stay at the institute, and are responsible for the recruitment procedures for postdocs and guest scientists. You also act as liaison in scientific collaborations across institutes, such as the Center for Systems Biology Dresden, and oversee the public outreach of the institute.

Your profile

- PhD in physics or a related discipline, ideally in a field related to the research profile of the institute (see <https://www.pks.mpg.de/research/> for an overview)
- A minimum of two years of post-doctoral experience
- Experience in scientific management and/or in leadership positions is a plus
- Genuine interest and affinity to shape and develop scientific operations in a vibrant and international research environment
- Exceptional interpersonal skills, and the ability to find a common language with scientists from different cultures and at all career stages as well as with non-scientific staff
- Fluency in English and minimum B2 level in German (written and spoken)

Our offer

The full-time position is available from 1. September 2024. The initial contract is for 2 years with the expectation of transition to a permanent position. Salary and social benefits are in accordance with TVöD Bund (salary agreement for German public service employees) based on qualifications and experience.

The Max Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals. Furthermore, the Max Planck Society seeks to increase the number of women in areas where they are underrepresented and therefore explicitly encourages women to apply. The Max Planck Society strives for gender equality and diversity within its workforce.

How to apply

Please send your complete application materials (cover letter, CV, your motivation to apply for the position; references from former employers and/or contact details of up to two referees willing to provide a recommendation upon request) preferably by e-mail as a single pdf-file to bewerbung@pks.mpg.de with subject line **HVP24** or by regular mail to

Max-Planck-Institut für Physik komplexer Systeme
Personalabteilung
Nöthnitzer Str. 38
01187 Dresden
Germany

Application deadline is 31 July 2024.

Questions about the position can be addressed to Dr. Michael Genkin (present head of Visitors Program, genkin@pks.mpg.de) or Prof. Dr. Jan Michael Rost (managing director, rost@pks.mpg.de).