

Job ID: IQOQIVIE132ADM223

The Institute for Quantum Optics and Quantum Information Vienna ([IQOQI-Vienna](#)) of the Austrian Academy of Sciences ([OeAW](#)), Austria's leading non-university research and science institution, is offering the position

PROJECT MANAGEMENT ASSISTANT (F/M/X)

(full-time, 40h per week)

fix term 18 months, with an option for extension, the intended start is December 01st, 2023, in the [Quantum Information Structure of Spacetime](#) research group's project led by Dr. Marios Christodoulou. QISS aims to found the physics of quantum spacetime on an information theoretical basis, bring within reach empirical access to quantum gravity phenomenology leveraging rapidly advancing quantum technologies, and promote interactions between physicists and philosophers. The broader scope of the consortium is to establish a long-term research program that brings together the represented communities, towards the common goal of unravelling the Quantum Information Structure of Gravity.

Your tasks:

- Supporting the on-site project management of the QISS project, including budget planning, and doing financial reports
- Coordination and collaboration with the project manager and admin team in France
- Planning events and conferences in Vienna for autumn 2024
- Organizing scientific visits from the QISS consortium in Vienna: e.g., travel bookings, travel costs and reimbursements
- Managing and updating the project website
- Possibly coordinating the organization of other international events related to the QISS project as well as coordination of network e.g., donors conference

Your profile:

- Completed university degree
- 1-3 years of experience in project management, ideally in a similar or academic setting
- Business proficiency knowledge of English and a working proficiency of German language
- Understanding of academic funding landscape is an asset
- Capacity to take initiative for a better coordination of the consortium, including networking and communication
- You are a highly motivated and responsible person who likes to work in a team
- You have interest in science and research

We are looking for an open-minded and active personality with a positive attitude who enjoys taking on a varied and diverse range of tasks. You will contribute your ideas, suggestions and competencies and will be in constant contact as a connection point to internal and external project partners and organizational institutions.

We are offering an annual gross salary of € 37.720,20, according to the collective agreement of the Austrian Academy of Sciences. Depending on qualification and experience, the salary can be negotiated. We are looking forward to your applications in the form of a cover letter and a CV, as well as any notable certificates. Please send your application documents to applications-iqoqi@oeaw.ac.at under the Job ID: IQOQIVIE132ADM223 with the subject "IQOQI Project Management Assistant".

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. Individuals from underrepresented groups are particularly encouraged to apply.