

The Secretariat of the International Mathematical Union (IMU) is hosted at the Weierstraß-Institut für Angewandte Analysis und Stochastik (WIAS). IMU is an international non-governmental and non-profit scientific organization, with the purpose of promoting international cooperation in mathematics. The Secretariat's operation is supported by grants from the German Federal Ministry of Education and Research and the State of Berlin.

WIAS is an institute of the Forschungsverbund Berlin e.V. (FVB). The FVB comprises eight non-university research institutes in Berlin which are funded by the federal and state governments. The research institutes are members of the Leibniz-Gemeinschaft.

We are seeking a

Project Assistant (m/f) (temporary parental leave)

(Ref. 17/14)

starting **November 1, 2017**.

Responsibilities:

Support administrative work in the IMU Secretariat, in particular assist in the organization and wrap-up of the International Congress of Mathematicians 2018 (ICM 2018) and the administration of CDC programs (Abel Visiting Scholar Program, Conference Support Program, IMU–Simons African Fellowship Program, Individual Research Travel Support Program).

Qualifications, skills, experience:

- Qualified administrative assistant
- Fluent English, written and spoken, intermediate German skills
- Sound MS Office skills
- The ability to work independently
- Preferably knowledge of Drupal or other content management systems and database management

Office work experience is desirable.

If you have any questions please contact Sylwia Markwardt (manager@mathunion.org).

The contract is limited in time and will end January 31, 2019. Working time 25 hours per week, salary according to the German TVöD. Office attendance flexible where appropriate, occasionally work in the evening or on the weekend (a minimum of 4 times per year).

WIAS is an equal opportunity employer. We value applications from female candidates. Among equally qualified applicants, disabled candidates will be given preference.

To apply, please send one compiled pdf file that contains your CV with a brief covering letter and credentials, quoting reference No. 17/14, **by September 8, 2017** to

jobs@wias-berlin.de