



The German Federal Institute for Risk Assessment (BfR) is the national institute which prepares expert reports and opinions on questions of food, feed and chemical safety and consumer health protection in Germany on the basis of internationally recognised scientific assessment criteria. It advises the Federal Government and other institutions and interest groups in these areas. The BfR conducts its own research on topics that are closely linked to its assessment tasks. It is an institution with legal capacity within the portfolio of the Federal Ministry of Food and Agriculture (BMEL).

In the department Safety in the Food Chain of the BfR, the following position is permanently from immediately available:

Scientific Officer with focus on department coordination (f/m/d)

Reference no: 3453 | Pay group 13 TVÖD | Place of employment: Berlin | Application deadline: 29.02.2024

Part-time employment is possible.

Tasks:

- Coordination of the department in scientific and organisational questions of cooperation with other departments of the BfR as well as German, European and international assessment authorities and research institutions
- Support in the coordination of national, European and international research projects of the department
- Coordination of the department's cooperation with the press office on citizens' and press enquiries, management of the department's input for publications and internet presentations, the department's tasks in the areas of document and data management, IT and cost and performance accounting
- Collaboration on issues relating to contaminants and undesirable substances along the food chain
- Organising and conducting meetings, including taking minutes
- Preparation of scientific documents (speeches, presentations, etc.) for the head of the department
- Support of the work in national, European and international committees
- Collaboration in the coordination of quality management according to ISO 9001 and ISO 17025
- Recording of the department's scientific achievements (publications, lectures, posters, etc.) in a database and its statistical analysis

Your profile:

- Completed University degree (Master's degree, diploma, university degree or a comparable university degree) in chemistry, biology, biochemistry, human or veterinary medicine, or a comparable specialisation
- Practical experience in national and international scientific committee work
- Ability to carry out independent scientific work and to fulfil tasks in a responsible, reliable and committed manner

- Organisational, negotiation and communication skills as well as a good service orientation
- Very good knowledge of the German language and good knowledge of written and spoken English
- Good computer skills as well as a conscientious way of working, flexibility, ability to work in a team and resilience are required

Desirable:

- PhD
- Knowledge in the field of scientific coordination and project management
- In-depth knowledge and experience in the acquisition of third-party funding and the strategic planning and implementation of research projects
- Knowledge and experience in the field of quality management

What we can offer you:

- A varied range of tasks in a growing departmental research institution
- Flexible working hours without fixed working hours
- 30 days' annual leave (5-day week) plus 24 and 31 December as non-working days
- Additional days-off options via time credits
- Attractive subsidy for company travel ticket/Deutschlandticket Job
- Mobile working options
- Very good connection to the public transport network
- Comprehensive further training opportunities for professional and personal development
- VBL company pension
- Capital accumulation benefits
- Employee welfare (AWO) family service

Application process:

Does this position appeal to you?

[apply online](#)

Then please apply by 29.02.2024 via our online system.

Please address any questions in connection with the application process to bewerbung@bfr.bund.de.

– **Please do not send any applications to this email address** –

If you cannot apply online, please send a postal application to [Bundesinstitut für Risikobewertung / Personalreferat / Max-Dohrn-Str. 8- 10 / 10589 Berlin](#)

Please address any questions about the area of responsibility to:

Dr. Pieper **Tel.: 030 18412-28400**

Dr. Fauhl-Hassek **Tel.: 030 18412-28300**

You will find more information on our homepage: www.bfr.bund.de/de/stellenanzeigen

The BfR welcomes applications from people of all nationalities. The BfR is an innovative scientific institute offering family-friendly working conditions, for which it was awarded the "audit berufundfamilie®" (work and family) certificate. The BfR guarantees equal career opportunities for women and men. In the case of equal suitability, severely disabled applicants will be given preferential consideration and are only required to have a minimum level of physical suitability.

