



UNIVERSITY  
OF COLOGNE

University Administration

## Project manager (f/m/x) in Matrix

### Division 7 Research Management



We are one of the largest and oldest universities in Europe and one of the most important employers in our region. Our broad range of subjects, the dynamic development of our main research areas and our central location in Cologne make us attractive for students and researchers from around the world. We offer a wide range of career opportunities in science, technology, and administration.

The Large Scale Projects Department within the Research Management Division supports researchers in the implementation of complex, large-scale research projects. This position is a matrix role, embedded both in the Research Management Division and the administrative office of the Cologne Center for Advanced Studies in International History and Law (CHL).

#### YOUR TASKS

- » Administrative coordination and full financial management of the Konrad Adenauer Synergy Grant
- » Supporting the principle investigators in all administrative and financial matters
- » Budget planning, project controlling, and reporting
- » Supporting researchers involved in international projects
- » Developing solutions for project-specific challenges
- » Event management and public relations
- » This position is a matrix role, embedded both in the Research Management Division and in the administrative office of the CHL. The University of Cologne's matrix model is designed to address the specific administrative requirements of complex, collaborative research projects

#### YOUR PROFILE

- » Master's degree (or equivalent) from a recognized university
- » Practical experience in the management of international third-party funded projects
- » Good knowledge of the requirements of national funding bodies such as DFG, BMFT, federal states, etc., as well as of the framework conditions within a university setting
- » Excellent communication, organizational, and conceptual skills
- » Service orientation, strong teamwork skills, and excellent interpersonal communication abilities
- » Excellent knowledge of English, both spoken and written

#### WE OFFER

- » A diverse and engaging role at the intersection of academia and administration
- » A diverse working environment with equal opportunities
- » Support in balancing work and family life
- » Extensive advanced training opportunities
- » Occupational health management offers
- » Flexible working time models, full-time positions suitable for job sharing
- » Opportunity to work remotely

The University of Cologne promotes equal opportunities and diversity. Women will be considered preferentially in accordance with the Equal Opportunities Act of North Rhine-Westphalia (Landesgleichstellungsgesetz – LGG NRW). We also expressly welcome applications from all suitable candidates regardless of their gender, nationality, ethnic and social origin, religion, disability, age, sexual orientation and identity.

The position is available immediately on a full-time basis (39,83 hours per week). The position is to be filled for a fixed term until 31 August 2030. If the applicant meets the relevant wage requirements and personal qualifications, the salary is based on remuneration group 13 TV-L of the pay scale for the German public sector.

Please apply online with proof of the required qualifications without a photo under: <https://jobportal.uni-koeln.de>. The reference number is TUV2509-09. The application deadline is 12.10.2025.

For further inquiries, please contact Dr Christiane Naumann ([c.naumann@verw.uni-koeln.de](mailto:c.naumann@verw.uni-koeln.de)) and take a look at our [FAQs](#).