

We are looking for a

Program-Manager/-in (m/f/d)

About us

The Munich Institute for Astro-, Particle and BioPhysics (MIAPbP) guest researcher center, part of the ORIGINS Cluster of Excellence, organizes programs, workshops, and conferences on key issues in nuclear, particle, astrophysics, cosmology, and biophysics, welcoming local and international scientists. To complete our team, we are looking for a Program Manager (full-time) to start as soon as possible, initially on a fixed-term contract until **December 31, 2032**.

The MIAPbP is part of the Cluster of Excellence “ORIGINS: From the Origin of the Universe to the First Building Blocks of Life,” or ORIGINS Cluster for short, an interdisciplinary and collaborative research network funded as part of the Excellence Strategy of the German federal and state governments. The network brings together scientists from Ludwig Maximilian University (LMU), the Technical University of Munich (TUM), the Max-Planck-Institutes for Astro-physics (MPA), Extraterrestrial Physics (MPE), Physics (MPP), Plasma Physics (IPP), and Biochemistry (MPIB), as well as the European Southern Observatory (ESO) and the Leibniz Supercomputing Centre (LRZ).

Requirements

- University degree (doctorate an advantage)
- Fluent German and English (spoken and written)
- Professional experience in a university environment/public service (budgetary law, Bavarian Travel Expenses Act, procurement, etc.) an advantage
- Enjoy working with international guests
- Organizational skills, independence, structured and service-oriented approach to work
- Very good knowledge of standard office software (Microsoft Office)
- Ideally, knowledge of website content management software (Typo 3), event management software (Indico), and document creation with LaTeX, as well as basic knowledge of SAP

Aufgaben

- Responsibility for MIAPbP program management in the form of designing, organizing, implementing, and following up on scientific events (workshops, meetings, conferences)
- Willingness to provide support in the front office is essential
- Consulting, support, and communication (in German and English) with international scientists during the program planning phase
- Consulting and support for guests (in German and English) in all organizational and administrative matters before, during, and after their stay at MIAPbP
- Preparation of budget and cost calculations, monitoring of cost development for both individual invoices and the overall budget of the MIAPbP program within the ORIGINS cluster
- Reporting on finances to project, management, and the third-party funding provider DFG, assisting in the preparation of the statement of use
- Preparatory accounting, account assignment, account checking, signing off, etc., in compliance with all TUM and DFG specifications and guidelines

- valuating data and preparing statistical analyses, as well as writing and laying out scientific annual reports (including database maintenance, address management, image post-processing, and maintenance of the institute's website)
- team coordination

What we offer

- An interesting, varied, and responsible position at a modern, renowned, and internationally oriented university in Garching. You will work independently in a dynamic, international, and team-oriented environment with a variety of challenges.
- The position is based at TUM on Garching-Forschungscampus. **Your contract will initially be limited until December 31, 2032 (end of the project period).** Remuneration is based on TV-L E13 with the social benefits customary in the public sector.
- The position is suitable for severely disabled persons. Severely disabled applicants will be given preference if they are otherwise equally qualified, capable, and professionally competent. The institute is located in a building that is not barrier-free.
- TUM is seeking to increase the proportion of women, and applications from women are therefore expressly welcome.
- When applying for a position at the Technical University of Munich (TUM), you will be submitting personal data. Please note our data protection information in accordance with Art. 13 of the General Data Protection Regulation (GDPR) on the collection and processing of personal data in connection with your application <https://portal.mytum.de/kompass/datenschutz/Bewerbung/>. By submitting your application, you confirm that you have read and understood TUM's data protection information

Application

Please submit your complete application documents (cover letter, resume, references, etc.) in the form of a PDF file via job@originscluster.de **by March 1, 2026**. Please use the reference "MIAPbP" in the subject line of your email. Documents sent by post will not be returned but will be destroyed in accordance with data protection regulations

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