

The German Research Center for Artificial Intelligence (DFKI GmbH) is seeking for its Language Technology Lab in Berlin to fill one position for

Consultant/Senior Consultant – EU Project Manager

for a period of initially 3 years (full-time).

DFKI is the leading institution in the field of innovative software technologies in Germany. In the international scientific community, it is one of the most important Centers of Excellence and is currently – measured by the number of employees and its third-party funding – the world's largest research center for AI, collaborating with national and international research partners and industry.

The Language Technology Lab at DFKI Berlin is involved in numerous national as well as international research programmes and networks. We offer an interesting and flexible work environment as part of an innovative, international and enthusiastic team which coordinates and participates in national as well as European projects in the wider area of Language Technology. The role is part of a EU project (Horizon 2020, Innovation Action) coordinated by DFKI, bringing together nine partners from research and industry to develop the European Grid Platform for Language Technologies.

Tasks include

- Support the project coordinator with management of a large and complex EU-funded project
- Independent implementation of complex project managements tasks (for example, monitoring of project progress within the consortium, quality assurance, management of consortium meetings, ensuring deadlines for project deliverables are met, internal reporting)
- Organisation and implementation of project meetings as well as conferences and workshops
- Communication with project partners, third-party funding agencies, research and industry
- Close collaboration with the whole EU project consortium, various partner projects and initiatives as well as additional partner networks; documentation of results in project reports
- Overseeing and contributing to external communication, PR und dissemination campaigns

Your profile

- A successfully completed degree (Masters or PhD) in Linguistics, Computational Linguistics, Communication Studies, Political Science, MBA, Engineering or a comparable field
- Proven leadership experience, ideally in the context of research and innovation projects
- Excellent communication skills, experience with digital communication and office software
- Result-driven team player with problem-solving capabilities, high degree of self-motivation
- Experience in communication with stakeholders from industry, research and politics
- International work experience
- Excellent English and also German language skills, both written and spoken (business fluent)
- Nice to have: several years of management experience in research or industry as well as leadership and coordination experience in European or other joint projects

We offer

- A wide and interesting range of tasks and extensive development opportunities in a young and international team
- Contribution to trend-setting, innovative projects in the field of Language Technology and AI
- An attractive workplace in the heart of Berlin

Please send your electronic application (PDF) to Dr. Georg Rehm (georg.rehm@dfki.de) referring to job opening no. 93-18/SM. A meaningful application should include a cover letter, a recent CV, and a brief summary of professional interests, and contact information for three references. Please also indicate your earliest possible starting date. We look forward to your application!