

The German Institute for Global and Area Studies (GIGA) / Leibniz-Institut für Globale und Regionale Studien is an independent social-science research institute based in Hamburg. It analyses political, social and economic developments in Africa, Asia, Latin America and the Middle East, and links this knowledge to questions of global significance. It combines region-specific analysis with innovative comparative research on accountability and participation, growth and development, peace and security, and power and ideas. The GIGA seeks to appoint an

Officer to the President's Office (m/f/d).

Applications are invited for a full-time position, with a contract up to 5 years (substituting the incumbent), starting as soon as possible. The salary is commensurate with EG 13 TV-AVH / TVöD.

The successful candidate will work at the Office of the President, under the direction of the Chief Officer to the President. Tasks will include:

- ensuring the smooth functioning of the GIGA's decision-making bodies in accordance with formal requirements and the institute's charter; overview of annual planning;
- servicing the work of GIGA boards and councils, including planning and organising meetings, preparing, collating, and disseminating committee papers, also in collaboration with the GIGA's Research Manager;
- preparing reports regarding GIGA boards and committees for the foundation's legal authority, in charge of quality assurance for documentation of meetings and circulated decisions, as well as securing relevant signatures, developing guidelines and processes, transcribing notes, and demonstrating comprehensive administrative understanding and initiative in support of the Office of the President;
- other assignments pertaining to the work of the Office of the President, including event planning, preparation for visits and visitors.

Mandatory qualifications:

- A good university degree (Master or equivalent) in management (e.g. research management) or a discipline related to the research profile of the GIGA;
- proficiency in spoken and written English and German;
- discretion, confidentiality and show of tact and diplomacy at all times;
- reliability, diligence, friendliness, and flexibility, organised and focused disposition;
- capacity for teamwork and working under guidance as well as self-reliance contingent on the specific tasks;
- secure use of MS-Office (Word, Excel, PowerPoint etc.) is expected.

Desired qualifications:

- experience in management (especially research management) with a track record of servicing the work of boards and committees;
- experience with video conferencing platforms.

Our Offer:

- Interesting tasks in an academic environment with topics of real-world relevance;
- Easy to reach office in Hamburg's City Centre and options for mobile work;
- Social benefits such as institutional pension scheme and annual special payment;
- Subsidy for the HVV-ProfiTicket (Hamburg public transport)

Part-time options will be considered, if so desired by the successful candidate. Diversity and the reconciliation of work and family life are of great importance to the institute. The GIGA promotes the equality of all genders.

Please fill out the GIGA application form (found at www.giga-hamburg.de/en/vacancies) and send it with your full application (**Ref.-No. GIGA-20-10.**) including relevant supporting documentation (cover letter, CV, credentials/diplomas/certificates,) as one document (except for the completed GIGA application form) to:

**Indi-Carolina Kryg, German Institute for Global and Area Studies (GIGA),
Neuer Jungfernstieg 21, 20354 Hamburg, Germany
Email: jobs-giga@giga-hamburg.de** (email applications are particularly welcome).

Screening of applications will begin on 7 December 2020.

For further information, please visit the GIGA homepage (www.giga-hamburg.de.) or contact Julia Kramer (email: julia.kramer@giga-hamburg.de).



The GIGA has earned the
Hamburg Family Seal

