



## Research associate

*Exchange Partnership Manager (all genders)*



**Start date**  
earliest possible



**Remuneration**  
E 13 TVöD



**Location**  
Berlin



**Contract type**  
limited 31.12.2028



**Deadline**  
14.04.2026



**Reference number**  
037/26 | 1417856

### Be a part of the RKI DNA!

The Robert Koch Institute – that's around 1,500 people from over 52 countries with one goal: to protect public health. We collect and analyse health data, identify risks, advise government and experts, and develop new scientific methods. We are based in Berlin, Wildau and Wernigerode.

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Our RIO team 'Support for international scientific exchange' in the ZIG 3: 'Preparedness and Operations Support'-unit looks forward to receiving your application!

As part of the RIO project, international scientific exchange is being strengthened through guest visits by employees from partner organisations to the RKI. The aim of ZIG 3 is to establish a welcoming culture and a professional organisational framework that supports the units in receiving and looking after international guests.

### Your job:

- Acting as the central point of contact for RKI departments, including the coordination and handling of practical matters relating to the stays of visiting researchers
- Leading the project, including the organisation and coordination of working groups and project teams, with the aim of ensuring the long-term viability and scalability of the initiative for the entire organisation
- Development and implementation of a long-term strategic plan for the further development of support services for visiting researchers and international guests at the RKI, including the conduct of a needs analysis
- Design, establishment and further development of an information, advisory and service offering for visiting researchers and international guests (e.g. visas, accommodation, bank accounts, language courses, cultural activities)
- Overseeing the design, maintenance and continuous development of visitor guidelines and template documents
- Designing and delivering information and induction sessions for visiting researchers
- Planning, coordinating and supporting visiting delegations, as well as providing support during official visits
- Identifying and implementing automation processes to improve efficiency in the area of visiting researcher support and network maintenance
- Procurement and integration of digital tools and systems to improve the management of enquiries, applications and data relating to visiting researchers (e.g. Mobility online)
- Optimisation of internal processes to reduce administrative workload and improve the quality of services
- Development and maintenance of a database on international projects, partnerships and partner organisations
- Preparation of regular progress reports and presentations for senior management and relevant stakeholders

### Your professional profile:

#### Formal requirements

- A completed university degree (Master's, Magister or Diploma) in a relevant discipline (e.g. business administration, economics or social sciences, project management, communication sciences or related fields) with an international context

*In the case of foreign educational qualifications, we require a certificate of equivalence with a German qualification.*

#### Skills and experience

- in establishing and maintaining international partnerships and networking
- in process, project and quality management with budget responsibility
- in international/intercultural work
- confident use of common MS Office programmes



- in working with digital document management systems
- language skills (CEFR level): German at least C1, English at least C1

### Desirable skills and experience

- Experience in supporting international visiting researchers, particularly those from African countries
- Work experience in the German public sector
- Work experience in non-Western partner countries
- Experience in acquiring third-party funding
- Work experience in diplomatic contexts

### Personal skills

- Motivation to perform well and act proactively in relation to one's own area of work
- Organisational skills with the ability to prioritise based on importance and urgency
- Communication skills with a friendly manner and the ability to create a positive atmosphere for discussion
- Service orientation through fast and reliable processing of enquiries
- Ability to cooperate and work in a team, as well as trustworthy and reliable collaboration
- Networking and intercultural skills, with the ability to initiate collaborations with internal and external stakeholders and to adapt approaches flexibly to different cultural target groups

### Further requirements

- Willingness to travel, including at short notice; health requirements (suitability for travel to tropical regions) must be met

### Benefits

- 30 working days holiday and days off on Christmas Eve and New Year's Eve
- Transparent payment in accordance with the collective agreement incl. annual special payment and regular pay increases
- Flexible working hours with flexitime and part-time options
- Individual training opportunities and a wide range of training courses for personal development
- Sports activities such as yoga, running events, cooperation with fitness studios, and much more
- Parent-child offices in all properties for emergency care
- Deutschlandticket-Job with subsidy
- Special insurance cover for business trips abroad in terms of safety and medical care

### Have we sparked your interest?

We look forward to receiving your application documents exclusively via [interamt.de](https://www.interamt.de) to the job ID 1417856.

*We are committed to equal opportunities in employment. We guarantee equality in the workplace by welcoming all people in all dimensions of diversity. With equal qualifications and aptitude, severely disabled persons are given preferential consideration. Within the scope of its supervisory powers, the Federal Ministry of Health may examine application documents on a case-by-case basis. Your data will be deleted after the application process has been completed.*

**Not the right job for you? Find more job opportunities here: [jobs.rki.de](https://jobs.rki.de).**