



The German Centre for Integrative Biodiversity Research Halle-Jena-Leipzig – iDiv seeks to fill the following position:

Project Assistant (m/f/d/x)

Job vacancy from 23.07.2026 · Reference number 106/2026

Remuneration	Term	Volume	Start date
Salary group 9a TV-L	31 December 2030, Project funding	60% of a full-time position, part-time employment possible	at the earliest opportunity

Founded in 1409, Leipzig University is one of Germany's largest universities and a leader in research and medical training. With around 30,000 students and more than 5000 members of staff across 14 faculties, it is at the heart of the vibrant and outward-looking city of Leipzig. Leipzig University offers an innovative and international working environment as well as an exciting range of career opportunities in research, teaching, knowledge and technology transfer, infrastructure and administration.

The German Centre for Integrative Biodiversity Research Halle-Jena-Leipzig (iDiv) is a world-leading centre for biodiversity science and focuses on understanding biodiversity on our planet. Founded in 2012 with funding from the German Research Foundation (DFG), iDiv has since grown to over 300 employees and 170 members. iDiv is largely funded by the three central German states of Saxony-Anhalt, Thuringia and Saxony. Their three universities in Halle, Jena and Leipzig operate the research centre in cooperation with the Helmholtz Centre for Environmental Research (UFZ). More information about iDiv: www.idiv.de

The position is embedded in the international research project "Conserving Cultures: Integrating Ape Behavior into Global Conservation Strategies" of Erin Wessling's Junior Research Group "Behavioural Conservation". The project explores how cultural behaviours of great apes can be systematically monitored, evaluated and integrated into protected area management and international conservation strategies. Much of the project is undertaken through active field work across West and Central Africa, or in collaboration with partners in those regions.

The role

- Supporting the project leader in planning and monitoring the project budget and in preparing, submitting and processing project-related requests and forms (including procurement and business travel) with the relevant university and iDiv offices
- Coordinating ongoing communication with field teams (e.g. schedules, shipment of materials, data transfers) and with the project leader, and supporting the implementation of standard procedures for data collection and handling
- Organising and providing administrative support for stakeholder events (e.g. workshops in West Africa, online workshops/webinars), including invitations, participant management, and travel and logistics planning in collaboration with local partners and university units
- Performing basic data cleaning and ensuring that project datasets are managed and regularly backed up in line with established protocols
- Turning content provided by the project leader and research staff into clear short texts and information materials (e.g. one- to two-page summaries, information sheets, presentations), and contributing to the creation and basic design of slides and materials

- Organising business trips for project members
- Organising and coordinating internal project meetings and online calls between the three work packages and international partners
- Supporting the provision of content (texts, images, basic background information) for websites, newsletters and other communication channels.

About you

- Completed relevant vocational training (e.g. office or public administration) or at least an equivalent relevant qualification
- Relevant professional experience in project organisation or coordination, preferably in a university, research institution, NGO or international cooperation context
- Experience in working with data and in structured filing and documentation of information
- Experience in working with international partners
- Excellent English skills (minimum C1 level), a very good command of French (minimum B2 Level) and a good command of German (minimum B1 level), both written and spoken
- Initial experience in preparing data for analysis is desirable
- Experience with large datasets, camera trap video libraries, R or other coding languages is desirable; please indicate relevant skills in your application
- An interest in nature conservation, biodiversity and great ape behaviour; previous on-site work experience in Africa, especially in francophone areas, particularly in a coordination or support role, would be a strong asset
- Strong organisational skills, a careful and well-structured way of working and a high degree of reliability
- Good communication and team skills as well as intercultural sensitivity in working with international partners.

What we offer you

- A highly dynamic, collaborative and interdisciplinary working environment
- A modern workplace with flexible working hours and hybrid working arrangements to support work–life balance
- A wide range of occupational health management services
- Remuneration in line with the collective bargaining agreement of the federal states (TV-L), including an annual special payment and occupational pension scheme
- Subsidised travel pass (e.g. the Deutschlandticket)
- iDiv is a highly international centre with staff from over 30 countries and various forms of support for staff from outside Germany (Welcome Centre, German classes, etc.)
- Leipzig is an attractive city with rich culture and beautiful surroundings where international visitors usually find it easy to settle in.

Leipzig University aims to increase the proportion of women in positions of responsibility and therefore expressly invites qualified women to apply. Severely disabled persons – or persons deemed legally equal to them under Book IX of the German Social Code – are encouraged to apply and will be given preference in the case of equal suitability. If you have any questions about accessibility or need assistance with this application process, please contact Leipzig University's disability officers at: schwerbehindertenvertretung@uni-leipzig.de.

Have we sparked your interest?

Please send your application to **Dr. Erin Wessling, Project Leader by 13 August 2026** via our online application portal.

If you have any questions regarding the job posting, please contact **Dr. Erin Wessling** on +49 341/97-39235.