

Job Opportunity:

DARIAH ERIC seeks an Assistant to the Secretary General (50%)

Post Title	Assistant to the Secretary General
Post Status	Part-time (20 hours per week), 2-year contract (incl. a 2 months probation period)
Location	DARIAH Coordination Office Berlin Centre Marc Bloch e.V. Friedrichstr. 191 10117 Berlin
Closing date for applications	06.09.2024
Contract Start	as soon as possible
Salary Level	Based on TV-L 11 pay scale (Land Berlin)

DARIAH - the Digital Research Infrastructure for the Arts and Humanities - is a European research infrastructure consortium whose mission is to empower research communities with digital methods to create, connect and share knowledge about culture and society.

We are seeking a proactive and organized individual to join our team as Assistant to the Secretary General. This role will provide support to the Secretary General in managing administrative tasks, helping with financial operations, and coordinating activities across the organization.

Principal duties:

- Assist the Secretary General in day-to-day financial activities, including budgeting, forecasting, and financial reporting.

- Process invoices, expenses, payments and travel cost reimbursements in a timely manner.
- Assist in the preparation of financial statements and presentations.
- Prepare and distribute correspondence, memos, and reports on behalf of the Secretary General.
- Assist in coordinating meetings, conferences, and events, including scheduling, logistics, and preparation.
- Conduct research and gather information as requested by the Secretary General.

Requirements:

- Previous experience in an administrative role, preferably supporting executive-level management.
- Strong understanding of financial principles and practices.
- Fluency in English (spoken & written); good knowledge of French is also required.
- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively.
- Proficiency in Microsoft Office suite, particularly Excel (or equivalent) and other relevant software.
- Attention to detail and a high level of accuracy in all tasks.
- Ability to work independently.
- Professionalism and discretion in handling confidential information.

Who we are

The Digital Research Infrastructure for the Arts and Humanities (DARIAH) enhances and supports digitally-enabled research and teaching across the arts and humanities.

DARIAH is a network of people, expertise, information, knowledge, content, methods, tools and technologies from its member countries. It develops, maintains and operates an infrastructure in support of ICT-based research practices and sustains researchers in using them to build, analyse and interpret digital resources. By working with communities of practice, DARIAH brings together individual state-of-the-art digital Arts and Humanities activities and scales their results to a European level. It preserves, provides access to and disseminates research that stems from these collaborations and ensures that best practices, methodological and technical standards are followed.

DARIAH was established as a European Research Infrastructure Consortium (ERIC) in August 2014. Currently, DARIAH has 23 member countries and numerous cooperating partners.

Terms and conditions

- The appointment is for 2 years with an initial two-months probation period.
- The position is part-time (20 hours per week).
- The salary will be based on TV-L 11 pay scale (Land Berlin).
- The closing date for applications is 6 September 2024.
- The appointment will start as soon as possible.
- DARIAH ERIC is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the traveling community.
- DARIAH ERIC is committed to a gender sensitive work environment aiming to reduce the barriers caused due to discrimination and gender bias.

Application procedure

If you are interested in applying for the position, please send your CV and a short cover letter by email to recruitment@dariah.eu by 06.09.2024 at the latest.

Informal enquiries may be addressed to arnaud.roi@dariah.eu