

TUD Dresden University of Technology, as a University of Excellence, is one of the leading and most dynamic research institutions in the country. Founded in 1828, today it is a globally oriented, regionally anchored top university as it focuses on the grand challenges of the 21st century. It develops innovative solutions for the world's most pressing issues. In research and academic programs, the university unites the natural and engineering sciences with the humanities, social sciences and medicine. This wide range of disciplines is a special feature, facilitating interdisciplinarity and transfer of science to society. As a modern employer, it offers attractive working conditions to all employees in teaching, research, technology and administration. The goal is to promote and develop their individual abilities while empowering everyone to reach their full potential. TUD embodies a university culture that is characterized by cosmopolitanism, mutual appreciation, thriving innovation and active participation. For TUD diversity is an essential feature and a quality criterion of an excellent university. Accordingly, we welcome all applicants who would like to commit themselves, their achievements and productivity to the success of the whole institution.

The **Cluster of Excellence Physics of Life (PoL)** offers a position as

Chief Administrative Officer (m/f/x)

(subject to personal qualification, employees are remunerated according to salary group E 14 TV-L)

starting **as soon as possible**. The position is initially limited to two years as a probationary appointment in accordance with § 31 TV-L, with the possibility of extension, subject to satisfactory performance, until December 31, 2032 according to § 14 (1) TzBfG.

As Chief Administrative Officer of the PoL Cluster of Excellence, you will play a central role in the strategic, technical and operational management, as well as the further development of the Cluster of Excellence, with the aim of further expanding close interdisciplinary networking both within and outside TUD. You will be supported by a well-established and experienced team, which will actively assist you in carrying out your duties and in the further development of PoL.

The position includes the following **Tasks**:

- strategic development of PoL and ensuring the optimal use of resources, including cost control, management of staff deployment and regular reporting to the participating institutions and funding bodies
- design, further development and implementation of administrative structures and processes within the cluster that support research, as well as the definition of relevant interfaces
- personnel and financial administration, including responsibility for the budget and financial management
- professional and disciplinary management of administrative staff reporting directly to the post holder. This includes matters relating to employment law and the duty of care, personnel planning and development, as well as the conduct of annual appraisals
- development of a strategy to ensure the cluster's long-term sustainability, including administrative processes, the integration of PoL into university structures and long-term financial stability
- management of organizational and strategic development processes through the continuous analysis and optimization of internal structures, processes and interfaces with partners, with particular attention to efficiency and cost-effectiveness
- business development, securing and coordinating research funding (SFB, EXC, etc.), sponsorship and other large-scale investments (e.g. the procurement of major equipment, etc.) to support the PoL
- monitoring and overseeing project progress, evaluating performance against project targets, and implementing quality assurance measures and standards, including in the areas of research data management and research documentation
- preparation and provision of reports for the PoL management on all administrative and strategic aspects of PoL
- identification and assessment of the feasibility of implementing new digital solutions and AI-supported tools to automate and improve workflows

Requirements:

- a university degree (Master's, university diploma, state examination) in a subject relevant to the role, e.g. public administration, law, business studies or business administration, or in a subject relevant to the cluster; a PhD would be an advantage
- management experience in administration and academic management, ideally in a university setting or similar academic institutions
- in-depth knowledge of the national and international research landscape, university structures and the management of third-party funding, including human resources, finance and project management
- knowledge of the relevant regulations and legislation governing budgetary, administrative and higher education law (SächsHSG, HSDAVO, public procurement regulations VOL/A, etc.)
- knowledge of employment law and relevant regulations, as well as experience in implementing them
- a strong ability to work independently, in a structured manner and with a strategic and conceptual approach
- excellent teamwork, organizational and communication skills, particularly with regard to goal-oriented collaboration within a diverse, cooperative and interdisciplinary research environment
- business-level proficiency in spoken and written German and English

We are looking for a leader who demonstrates commitment, flexibility, initiative, decisiveness and loyalty. You will possess a high degree of strategic thinking, the ability to implement change processes, and strong facilitation and conflict-resolution skills.

We offer:

- a responsible and varied leadership role in an excellent academic environment
- the opportunity to play a key role in shaping the strategic development of the PoL
- the opportunity to actively promote Dresden as an international research hub and to make a significant contribution to the implementation of outstanding research projects
- a dynamic, international and interdisciplinary working environment with dedicated colleagues, as well as the opportunity to collaborate with renowned experts from the academic world
- remuneration in accordance with the Collective Agreement for the Federal States (TV-L), as well as attractive terms and conditions and social benefits offered by the public sector

TUD strives to employ more women in academia and research. We therefore expressly encourage women to apply. The University is a family-friendly university. We welcome applications from candidates with disabilities. If multiple candidates prove to be equally qualified, those with disabilities or with equivalent status pursuant to the German Social Code IX (SGB IX) will receive priority for employment.

Application: If you recognize yourself in this profile, we look forward to receiving your application, which we ask you to submit by **October 8, 2026** (stamped arrival date or the time stamp on the email server of TUD applies), preferably via the TUD SecureMail Portal <https://securemail.tu-dresden.de> by sending it as a single pdf file to recruiting.pol@tu-dresden.de or to

TU Dresden, Exzellenzcluster PoL, Geraldine Levy, Arnoldstraße 18, 01307 Dresden, Germany.

Please submit copies only, as your application will not be returned to you. Expenses incurred in attending interviews cannot be reimbursed.



TUD is a founding partner in the DRESDEN-concept alliance.

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Reference to data protection: Your data protection rights, the purpose for which your data will be processed, as well as further information about data protection is available to you on the website: <https://tu-dresden.de/karriere/datenschutzhinweis>.