

**Job posting
Deputy Director, Institut für Europäische Politik (IEP), e.V.**

We are looking for a deputy director for immediate start or according to agreement (full-time, pay based on TVöD 14).

IEP has been active as a non-profit organisation in the field of European integration since 1959. The Berlin based institute is one of the leading foreign and European policy research organisations in the Federal Republic of Germany.

IEP's employees work nationally and transnationally at the interface between science, politics, administration and political education. Their task is to scientifically analyse topics of European politics and integration in order to subsequently promote the practical application of the research results. IEP offers a European and interdisciplinary forum close to the citizens as well as a platform for European policy debates between experts.

IEP's range of activities is structured around three pillars – research, forum and training – and three research areas: European integration, German European policy and EU enlargement and neighbourhood policy. The Institute is continuously developing the corresponding activities and is currently aiming to establish and expand new thematic focal points. IEP is looking to broaden the focus on global dimension, rethink relations with Europe's neighbours and sharpen analyses of European policy developments in the EU and relevant EU policies..

A deputy director should now join IEP's team.

Your Tasks:

- As part of the management, you assume joint management responsibility and thus take on some of the director's tasks in accordance with her instructions.
- Together with the director, you actively develop strategies and recommendations for action for German European policy and Brussels institutions.
- You contribute to the strategic, content-related, personnel and financial development of IEP and actively participate in the acquisition of project funds for the sustainable financing of the institute.
- You are jointly responsible for the proper handling of all institute matters and for ensuring the quality standards of IEP's work.



- You conduct your own scientific research and thus contribute to expanding IEP's portfolio of topics.
- You communicate and disseminate your research findings to specific target groups, advise decision-makers in politics, business and civil society and represent IEP and your own area of expertise in the media and other forums.
- You oversee IEP's communication, press and public relations work.
- You contribute to the expansion, consolidation and maintenance of IEP's national and transnational networks.
- You organise and manage public and non-public events with the support of IEP's team and your own networks.

Your Profile:

Recruitment requirements are:

- Very good degree in social sciences with a relevant focus on the European Union, European integration and cooperation.
- Own thematic research interest in the field of EU policy, demonstrable through relevant publications.
- Relevant experience in project-based applied research (planning, funding, coordination, management, communication, reporting), demonstrable through several years of professional experience in research institutions, think tanks, EU institutions and/or interest groups focussing on the relevant thematic area.
- Proven experience in the acquisition of project funds.
- Experience in personnel management as well as good team and excellent communication skills.
- A high level of self-motivation to develop and carry out applied projects in the focal area as part of a team and independently.
- High willingness to learn and perform, ability to work under pressure and flexibility.
- Excellent written and spoken German and English language skills.

Additional requirements are:

- Completed or well-advanced promotion.
- Good knowledge of the EU-related think tank, academic and civil society landscape in Germany and Europe. Possibly with an existing network of your own.
- Experience in the transfer of research results through media work, public lectures, writing opinion pieces, etc.



- Experience in the planning, organisation and implementation of conferences and workshops.
- Knowledge of another European language is an advantage.

We offer:

- An exciting, dynamic and opportunity-orientated working environment in a young and motivated team at a research institute with a Europe-wide network.
- A varied and responsible management role that provides room for creative freedom and development potential.
- Participation in national, European and international research projects as well as networking opportunities at the interface between science and practice.
- The opportunity for scientific publications.
- Meaningful work.
- Flexible work at the Berlin office with the possibility of mobile working.

Application:

Please send your application with a letter of motivation, CV in tabular form, proof of studies, a meaningful list of publications and a selection of presentations/lectures and work references summarised in a PDF file by e-mail to bewerbungen@iep-berlin.de, quoting the reference:

Stellv.Dir.,_2025.

Deadline for submission is 14.04.2025, 00:00h.

We look forward to receiving your application!

Diversity is important to us. We welcome applications from people regardless of their ethnic, national or social origin, religion or ideology, gender, disability, age or sexual identity.

Please note that only applicants who are invited to a selection interview will be contacted.

Contact:

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