

The **University of Bonn** is an international research university offering a broad range of subjects. With a 200-year history, some 31,500 students, more than 6,000 employees and an outstanding reputation in Germany and abroad, the University of Bonn is one of the leading universities in Germany and has been awarded the status of a University of Excellence.

The Center for Development Research (ZEF) is looking to fill the following part- time position (50%) with a permanent contract at the next possible date:

Office Administration for Doctoral Program

We are seeking an organized and proactive individual to provide administrative support for the doctoral program at the Center for Development Research, University of Bonn. This position requires fluency in both English and German, as the successful candidate will be working with international doctoral candidates, applicants, and staff.

Your tasks

- Independent correspondence and personal communication.
- Draft and manage formal correspondence (in both German and English) with doctoral candidates, applicants, and staff, both internally within the university and internationally.
- Provide program-specific information and guidance to doctoral candidates.
- Offer administrative support to doctoral candidates throughout their studies.
- Independently manage communication with various university departments.
- Financial Oversight: Monitor the funds allocated to the doctoral program (e.g., materials, travel expenses, research costs), review and approve invoices in SAP, and verify and forward travel expense claims for processing.
- Organization and assistance with seminars and conferences of the doctoral program.
- General office tasks: Maintain and manage files and records, coordinate appointments and schedules, conduct formal checks of application documents.
- Procurement: Manage material procurement and inventory control using SAP.

Your profile

- Completed vocational training in a relevant office or administrative profession or equivalent, proven technical knowledge and professional experience.
- Very good written and spoken English and German.
- Experience in budget monitoring.
- Knowledge of common office software (MS Office, Internet applications).
- Committed, intercultural competence for working in an international institute.
- Proactive and structured way of working and sense of responsibility.

We offer

- A varied, challenging job with one of the largest employers in the region, job security and loyalty to the location.
- Occupational pension (VBL).
- Many options available for university sports.
- Excellent access by public transport, thanks to Bonn's central location, as well as the opportunity to take advantage of low-cost parking.
- Flexible working hours.
- Remuneration in accordance with TV-L pay grade 8 (Entgeltgruppe 8)

The University of Bonn promotes an open, respectful, and non-discriminatory academic culture and is actively committed to equal opportunity and family friendliness. We aim to eliminate structural disadvantages and to strengthen diversity in research, teaching, and administration. Therefore, we welcome all applications, regardless of ethnic or social background, gender, sexual orientation, religion or belief, disability, or age.

Applications from women and people with a documented severe disability (or equivalent status) will be given preferential consideration in accordance with the State Equality Act (LGG) NRW and Social Code (SGB) IX.

If you are interested in this position, please submit your **complete** application using the [online application form](#) by **September 27, 2026, quoting reference 2026/411**. Please do not hesitate to contact Dr. Silke Tönsjost (silke.toensjost@uni-bonn.de) if you need any more information.