



Looking for a place at the cutting-edge of supercomputing to grow your career? Then read on!

The Quantum Computing and Technologies Department (QCT) at LRZ is a multidisciplinary team – among us computer scientists, quantum physicists, electrical engineers, and software developers – researching, advancing and providing quantum computing technologies for local and international advanced computing communities. Our QCT team provides scientific users with a broad portfolio of quantum resources and services, including: access to quantum simulators, remote and on-premise quantum systems, development environment tools, scientific consultancy, and education/training. A main focus of our team is the research and development of system software, novel hardware architecture and dynamic, data-driven operations in order to integrate quantum computing as accelerators for next-generation high-performance computing (HPC) systems. Read more at quantum.lrz.de.

As a member of the LRZ Q-Crew in this role, you're a pivotal part of the team facilitating the success of LRZ's quantum program. You will assist the department head and the program development team with a myriad of tasks involving the plan, operations and execution of a large research science portfolio. Your work will directly impact Bavaria's efforts as a global quantum hotspot for innovative scientific discoveries achievable with quantum-accelerated supercomputing.

We're actively seeking a doer and achiever as:

Program Development Associate (f/m/d)

Generally, in this position, you:

- Manage the purchasing and procurement activities through the entire process for the Systems and Labs teams specifically and for the department in general. This includes preparing, documenting, executing orders of devices and equipment, and archiving for inventory;
- Collect and aggregate data from various sources for publishing notification of procurements on German (e.g., Datenservice Öffentlicher Einkauf) and EU platforms (e.g., Tenders Electronic Daily);
- Support the department head and the grant manager to track project budget progress for reporting and for general project management;
- Support the department head and the technical groups in tasks related to coordinating and maintaining relationships with technology companies related to technology scouting;
- Ensure complete, accurate, accessible and understandable documentation for all your work;
- Communicate across teams, the organization, and technology vendors;
- Facilitate seamless collaboration between units and groups;
- Implement "best practice" and professional etiquette.

Skills and qualifications, you have:

- Bachelor's degree or comparable qualification, ideally from a technical field
- Proven 2+ years professional experience in the fields listed above
- Have a good understanding of workflow in the public service of Germany
- Strong attention to detail and accuracy; highly and consistently organized
- Strong sense of customer service, able to represent yourself and your organization professionally
- Ability to solve problems and challenges creatively and independently
- Able to work comfortably in an agile environment

- Strong interpersonal and communication skills
- Very good knowledge of digital productivity tools (wikis, etc.) and ability to learn new IT tools when needed.
- Able to work with multiple tasks and under competing demands and deadlines
- Very good business German and English; good German is key to succeed in this position
- Able to share experiences and actively track and implement process improvement of your own work and that of the team
- Able to work very well as a member of a team focused on mutual respect and inclusion of various ideas, backgrounds and perspectives.

What you can expect from us:

- Ample room to contribute your own ideas to an important mission. Here, your work helps to build the future of quantum and supercomputing on national, European and international levels
- Smart, highly talented, motivated and fun teammates
- Direct-line leadership actively committed to your growth and advancement, and an organization that greatly values your contribution to our common success

Area	Quantum Computing
Working time	Full time (40 hours) flexible working model with electronic time recording
Term of the contract	Until 31.12.2026, (this is an administrative restriction for grants, but extensions are already in progress)
Remuneration	Up to E11, see Entgelttabelle TV-L
Annual leave / compensatory time off	30 days 24.12. + 31.12. additionally day off Overtime is compensated by additional time off
Further trainings	Individual support for in-service training and further education
Mobile work	up to 60% of work time, when applicable
Benefits	e.g. bus and subway (U6) on the doorstep, free parking, pension plan of the Versorgungsanstalt des Bundes und der Länder (VBL), state-of-the-art work equipment

What can you find with us?

Are you looking for a multifaceted and intellectually stimulating position in a dynamic, cooperative and innovative work environment? Then LRZ is the place to be for you! Here at LRZ a collegial, appreciative work environment meets an international crowd of experts who work together to advance IT services for ground-breaking research. We offer flexible work schemes for an optimal work-life balance. Our staff values their creative leeway. As an institute of the Bavarian Academy of Science and Humanities we offer all the benefits of public service. And of course, no wishes remain unfulfilled at the LRZ in terms of technical equipment. We share experiences, constantly review and improve our processes, and are proud that our service-quality and data-security are regularly certified and rated highly.

We actively promote diversity and welcome applications from talented individuals, regardless of cultural background, nationality, ethnicity, gender and sexual identity, physical abilities, religion and age. We give priority to applications from people with disabilities who are equally qualified (SGB IX).



The LRZ in a nutshell:

Since 1962, Bavarian universities and research institutions have relied on the IT expertise of the Leibniz Supercomputing Centre of the Bavarian Academy of Sciences and Humanities. When it comes to the digital transformation of science, we are traditionally ahead of the game.

We are looking forward to receiving your complete application documents. Please provide a **cover letter**, **CV** and **certificates** in a single PDF file via e-mail. **IMPORTANT:** submissions not providing the documents requested will not be reviewed. Qualified applicants will be interviewed as submissions are received. Please submit by latest **30.04.2024**:

E-Mail: jobs@lrz.de

Subject: **QC-PDA (2024/20)**

Are you unsure whether the job suits you or you suit us? Or do you still have questions about this position? Our colleagues will be happy to answer all your questions at the above e-mail address.

Interested, but this job doesn't quite fit you? Then take a look at <https://www.lrz.de/wir/stellen/> or send us an unsolicited application!

[Here](#) you will find information about the collection of personal data during the application process.



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