

## The Novo Nordisk Foundation Center for Protein Research

### Research Coordinator

#### Background:

The Novo Nordisk Foundation Center for Protein Research (CPR; [www.cpr.ku.dk](http://www.cpr.ku.dk)) has been established at the Faculty of Health Sciences, University of Copenhagen, to promote basic and applied discovery research on human proteins of biomedical relevance. The Center comprises a wide range of expertise and resources, from *in silico* target identification, mass spectrometry based proteomics, high-throughput protein production and characterization to chemical biology, disease mechanisms and protein therapeutics. To date, more than 140 scientists and support staff have been recruited (out of an expected ~150), to our research departments (Disease Biology, Disease Systems Biology and Proteomics), the Facility for Protein Science and Technology and to the Center Administration.

We are seeking a *Research Coordinator* to work closely with the Group Leaders and Executive Managing Director to optimize the value of the scientific efforts and discoveries at the CPR, with a main focus on co-ordinating and identifying external grant opportunities of strategic importance. The post-holder will in addition prepare high quality written scientific material and co-ordinate research-related internal activities.

#### Job Description

The post-holder will together with the Group Leaders take the main responsibility regarding major external funding opportunities of strategic importance, as well as (with the Center Administrator) manage external grants and grant applications.

The Research Coordinator will take the leading role in coordinating scientific content of CPR's webpage, quarterly and yearly reports.

The Research Coordinator is expected to establish excellent contacts with members of the CPR Scientific Advisory Board and Steering Committee.

#### Requirements

The successful candidate should have a PhD in molecular biology and/or cell biology, or related area, and solid postdoctoral experience from excellent laboratories in an academic or industrial environment. The Research Coordinator will work directly with the management team, and therefore the ability to adapt to a flexible working pattern will be required. The successful candidate will be self-motivated and capable of coordinating complex logistic operations and motivating others to meet challenging deadlines.

## **Main Duties**

1. With the Center Administrator, to manage and coordinate external grant applications and grants and assist scientists with the grant applications.
2. To assist the Management Team in the preparation of Scientific Advisory Board and Steering Committee presentations and background material. In addition to this, coordinate the quarterly and yearly reports to the Novo Nordisk Foundation.
3. To work with the Group Leaders regarding larger strategic funding opportunities.
4. To function as CPR's PhD Coordinator and coordinate internal PhD courses.
5. To coordinate work with central functions at the University of Copenhagen e.g. regarding technology transfer and intellectual property rights.
6. Secretary at Group Leader meetings, Scientific Advisory Board and Steering Committee meetings.
7. Responsible for the scientific content of CPR's webpage.
8. To work with the Executive Managing Director to ensure optimally coordinated internal activities.

## Experience and Skills required:

1. PhD with solid postdoctoral experience in Molecular and/or Cell Biology, or other relevant area, preferably from the biomedical research field.
2. Good scientific publication or technology/methodology development record.
3. Proven and successful experience from laboratories of high scientific standard.
4. Excellent ability to prepare written and oral scientific communications.
5. Innovative, analytical and goal oriented.
6. Experience from a similar position, including project management, would be considered an advantage.
7. Experience with EU project grant management.
8. Excellent communication skills, both oral and in written.

## ***Employment Conditions:***

Employment will be in accordance with the provisions of the collective agreement between the Danish Government and AC (the Danish Confederation of Professional Associations), and employment will be as Special Consultant. There is a monthly contribution to a pension fund (17.1% of the salary), and a supplement could be negotiated.

## **To apply**

In order to be taken into consideration for this position you must fill in an online application form which you will find on Copenhagen University's recruitment web page [www.employment.ku.dk/](http://www.employment.ku.dk/), under the Faculty of Health Sciences or by clicking "Apply online". The application must be including following appendices:

- motivated application
- a current curriculum vitae
- copies of relevant diplomas

The **deadline for the application** is 20<sup>th</sup> February, 2012.

Please note that all interested parties are encouraged to apply for the post, regardless of age, sex, race, religion or ethnicity.

For further information regarding the position please contact: [contact@cpr.ku.dk](mailto:contact@cpr.ku.dk)

*The Faculty of Health Sciences comprises 12 institutes and 10 study committees. The Faculty employs approx. 2000 employees, including 1.000 teachers and scientist and 1.000 technical /administrative employees. The Faculty has approx 4,500 students, including 750 Ph.D. students. The Faculty creates new knowledge and recognition through its core activities: research, teaching, knowledge sharing and communication. With basic research fields ranging from molecular studies to studies of society, the Faculty contributes to a healthy future through its graduates, research findings and inventions for the benefit of patients and the community.*

[Apply online](#)

*Founded in 1479, the University of Copenhagen is the oldest university in Denmark. It is among the largest universities in Scandinavia and is one of the highest ranking in Europe. The University's eight faculties include Health Sciences, Humanities, Law, Life Sciences, Pharmaceutical Sciences, Science, Social Sciences and Theology. [www.ku.dk](http://www.ku.dk)*