

Job Vacancy – GIF Scientific Manager

GIF - the German Israeli Foundation for Scientific Research & Development (www.gif.org.il) seeks to fill the position of Scientific Manager.

The German - Israeli Foundation for Scientific Research and Development ([GIF](#)) was established in 1986 through an agreement between the Ministers of Science of the Federal Republic of Germany and the State of Israel, as an instrument complementing the continuous fruitful ties in scientific and technological cooperation between the two countries. GIF's main activity is supporting joint and solo research projects conducted solely by German and Israeli scientists. Since its establishment GIF has funded 2033 projects to a sum of more than 265m Euros. A list of our notable grantees may be found [here](#).

Position Overview and Responsibilities:

- Managing the call for proposals including the submission process and the scientific (peer) review process.
- Appointing and managing the work of the members of the Scientific Advisory Committees.
- Preparing scientific material for the GIF Scientific Board Members and managing the annual meeting of the GIF Scientific Board.
- Reviewing scientific reports submitted by all active grantees in GIF programs.
- Developing and updating the GIF website with scientific content, including calls for proposals and guidelines.
- In charge of GIF portals for applicants, research authorities, Scientific Advisory Committees, and GIF Board Members.
- Selecting specific grants and communicating with grantees to showcase their GIF grant on the website.
- GIF Controller Committee: identifying appropriate grants with scientific excellence to be audited and visited each year. This includes preparing and presenting the scientific significance of these grants to the committee.
- Works with GIF team members to support the development of written and other necessary materials for internal and external partners.

The Scientific Manager is a key contact point for researchers, advisors, peer-reviewers, and institutional contacts with the following required qualifications:

Must-haves:

- A PhD; comprehensive and current scientific knowledge.
- Ability to convey necessary information accurately, listen effectively, and ask questions when clarification is needed.
- A team-player and self-starter: organized, detail-oriented, motivated, and independent – takes initiative!
- Fast and efficient worker.
- Strong sense of ethics and integrity.
- Proficient collaborative, interpersonal, written, and verbal communication skills.
- Ability to complete projects accurately and within deadlines.
- Knowledge of international peer-review processes.
- Intimate understanding of and familiarity with the Israeli science/academia environment.
- Capacity to comprehend and interpret the foundation rules, regulations, policies, and laws regarding sponsored research.
- Talent to work effectively in a fast-paced, changing environment and to interact with people at all levels diplomatically, tactfully, and professionally.
- Excellent computer, information and internet skills especially CRM and MS Office, Excel.
- Excellent command of spoken and written English.
- Hebrew language – preferable first language level.

Nice-to-have:

- Five years of overall experience in grants management or operations in a non-profit or education setting.
- Familiarity with science/academia environment in Germany.
- Proficiency in German.

The position is based in Israel; the candidate should be flexible for an in-office in Tel Aviv and Jerusalem, hybrid or work-from-home position. You must have a quiet work environment and a strong internet connection.

Some travel to Germany and in Israel may be required.

The position is subject to the terms and conditions of employment as outlined in GIF's employment policies and applicable labor laws.

To apply, please send your application, including a full CV, motivational letter, any additional supporting materials and contact details of three references by March 11th, 2025 to GIF Director Verena Shifferman at v.shifferman@gif.org.il

We anticipate many applications and expect the person to begin as soon as possible.

Verena Shifferman

GIF Director