



*The Max Weber Foundation – German Humanities Institutes Abroad*  
**is seeking to employ a**

*Head of Administration / Verwaltungsleitung*

**to start on 1 June 2024 (or as soon as possible thereafter)**  
*at the German Historical Institute London*

The [German Historical Institute London](#) is one of the eleven research institutes of the [Max Weber Foundation – German Humanities Institutes Abroad](#). It focuses on the comparative history of Britain and Germany, the history of British–German relations and transfers, global history, and the colonial history of the British Empire, especially in India. As an intermediary between British and German scholars that offers support to early-career researchers, the GHI London has a broad international academic network.

The Head of Administration will initially be appointed for a fixed term of 4 years, but this can subsequently be extended to up to 8 years. The position is particularly attractive due to its international context, close contact with academic research, and the variety of the role. Particular areas of responsibility include managing the Administration department (two direct team members and four other members of staff working on the reception desk and IT, among other roles); planning, administering, and financial reporting of the Institute’s budget and third-party funds; HR management (for seconded staff subject to German employment law and local staff subject to British legislation – around 30 people in total); procurement; and facilities management. The Head of Administration will work closely with academic staff and research support services at the Institute, the Max Weber Foundation’s head office in Bonn, and the other member institutes of the Foundation, as well as further institutions in Germany and the UK.

Required qualifications:

- a BA or *Diplom* qualification for higher public administration in Germany (*gehobener allgemeiner Verwaltungsdienst*), or similar;
- in-depth knowledge of German HR management and the rules governing public sector benefits in Germany, along with a willingness to get to grips with UK legislation;
- in-depth knowledge of German legislation concerning budgeting, financial management, and the public funding of non-government institutions (*Haushalts-, Kassen- und Zuwendungsrecht*);
- experience in accounting and the use of ERP software;
- multiple years of relevant work experience;
- strong communication and leadership skills;
- high motivation and a strong focus on service and teamwork;
- fluency in spoken and written English (for communicating with local staff members, British public bodies, partners, and contractors);
- fluency in spoken and written German (the working language for administrators within the Max Weber Foundation).

Desirable qualifications:

- experience in academic administration, at an intermediary institution (*Mittlereinrichtung*), or in the German civil service, ideally in an international context;
- experience in administering third-party funds;
- tact and intercultural skills when managing direct reports and cooperating with external partners and contractors;
- an interest in working closely with academic researchers.

What we offer:

- a position of responsibility within an active and successful research institute based in an attractive location;
- a varied and challenging role in a stimulating and cooperative working environment;
- a chance to be part of the Max Weber Foundation, a globally active research organization that provides many opportunities for professional exchange.

The Max Weber Foundation is a family-friendly employer and promotes a good work-life balance for parents. Professional equality between men and women and equal opportunities for people with disabilities are important to us. We value diversity and therefore welcome all applicants, regardless of nationality, ethnic and social background, religion/worldview, age, sexual orientation, and gender identity.

If you are hired from Germany, you will receive a short induction in Bonn before being seconded to London on a German contract and with German social security benefits. You will be hired at grade 12 of the TVÖD (Bund) – the German federal collective agreement for public sector employees. In order to cover the higher cost of living in London, seconded staff are also entitled to tax-free expatriation allowances under TVÖD, including rent subsidies. We welcome applications from candidates wishing to take leave of absence from an existing position in the German civil service.

If you are hired from the UK, we can offer a local employment contract based on the standards of the German Embassy in London. (Non-British citizens must have the right to work in the UK.) The induction in Bonn would then take the form of a business trip.

If you have any questions about the role, please contact Dr Bernhard Roscher ([roscher@maxweberstiftung.de](mailto:roscher@maxweberstiftung.de)). To learn more about the Foundation's policies for helping staff balance work with family life, please contact our Equal Opportunities Officer Anna Maria Boß ([boss@ghi-dc.org](mailto:boss@ghi-dc.org)).

Interviews will be held on 25 or 26 January 2024 at the German Historical Institute London.

To apply, please submit your covering letter, CV, copies of formal qualifications, and references from previous employers by **8 January 2024**. Applications should be addressed to the Chief Executive Director of the Max Weber Foundation and submitted via <https://stelle.pro/jobposting/c70baefe021d6f3a840cabe02164625b378103d80>

