

Training Manager (m/f/d)

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CeMM, the Research Center for Molecular Medicine of the Austrian Academy of Sciences is committed to training the biomedical leaders of tomorrow. Our structured educational programs, hands-on research environment, and global collaborations make CeMM a top choice for Principal Investigators, PhD Students, PostDocs, early-career Scientists, Research Technicians and Admin/Scientific Support personnel looking to make an impact in molecular medicine. Join CeMM as a

Training Manager (m/f/d)

fulltime, 40 hours per week

As a strategic partner, you will work in close collaboration with the CeMM Directors and members of the scientific community. You will report to Jean-Paul Chidiac, Head of Human Resources, regarding talent acquisition and employment contracts, and to Barbara Bachmann, Academic Affairs Manager, concerning tasks related to academic and scientific matters.

Your role

- **Talent Recruitment:** Conduct the annual PhD Program Call and bi-annual PostDoc Program Calls, partnering with CeMM Faculty to identify and select outstanding candidates through fair, transparent, and rigorous recruitment processes.
- **Training Programs:** Design and coordinate PhD and Postdoctoral Programs that equip researchers with the skills to successfully conceive, secure funding for, execute, manage, lead, and communicate high-impact research projects.
- **Career Development:** Develop and coordinate tailored training initiatives for all institute staff, fostering additional competencies that align individual growth with institutional goals, while remaining attentive to the diverse needs and circumstances of each person.
- **Data & Reporting:** Support research evaluation and the formal assessment of PhD students and PostDocs across the institute. Collect, analyze, and report on training data to generate meaningful indicators for internal decision-making and external reporting.

Your profile

- **PhD** in biology, computational sciences, or a related field – or equivalent professional experience.
- Demonstrated experience in talent management, **academic training programs**, or researcher development.

- Deep familiarity with **academic research environments**; prior experience in an international scientific setting is a strong advantage.
- Highest standards of personal integrity, professional ethics, and **work ethic**.
- Genuine commitment to **equity, diversity, and inclusion** in all aspects of the role.
- Excellent written and verbal communication skills in **English**; the ability to engage effectively with diverse scientific and administrative audiences.
- Sharp **attention to detail**, with the ability to manage multiple priorities and complex processes simultaneously.
- A collaborative, **service-oriented mindset** – someone colleagues can rely on and trust.
- Strong **interpersonal skills** with the ability to quickly build rapport and credibility across career stages and disciplines.
- **Flexibility and adaptability** to meet the evolving needs of a dynamic research institution.

About the institute

The mission of CeMM, the Research Center for Molecular Medicine of the Austrian Academy of Sciences is to achieve maximum scientific innovation in molecular medicine to improve healthcare. At CeMM, an international and creative team of scientists and medical doctors pursues free-minded basic life science research in a large and vibrant hospital environment of outstanding medical tradition and practice. CeMM's research is based on post-genomic technologies and focuses on societally important diseases, such as immune disorders and infections, cancer and metabolic disorders. CeMM operates in a unique mode of super-cooperation, connecting biology with medicine, experiments with computation, discovery with translation, and science with society and the arts. CeMM discovers and develops technologies to explore human biology with the purpose of defeating disease at its roots. Because Science is our Medicine! CeMM trains a modern blend of biomedical scientists and is located at the campus of the General Hospital and the Medical University of Vienna.

CeMM is a proud recipient of the HR Excellence in Research Award (HRS4R). This award demonstrates that CeMM cares about the well-being of its staff, that the recruitment process is open, fair, and transparent, and that CeMM provides professional appraisals and career development procedures. CeMM employs more than 300 members, including auxiliary groups, from 47 nationalities. The working language is English. The Institute promotes equal opportunities and is home to a mix of different talents, backgrounds, and competencies.

www.cemm.at

We offer

- A place in an experienced, interdisciplinary, and international team at one of Europe's leading life science institutes. Relocation support is provided for candidates moving from abroad.
- A vibrant community life, with a wide range of social, cultural, and sports activities organized by the institute.
- Comprehensive benefits, including full insurance coverage, on-site health services (general practitioner, psychologist, and more), and a subsidized cafeteria.
- A gross monthly salary of EUR 5.014,30 paid 14 times a year (following the [recommendations of FWF](#))
- A 40-hour working week, with structured core hours (Monday–Thursday 9:00–15:00, Friday 9:00–13:00) and the option of one work-from-home day per week.
- Meaningful, purpose-driven work, with genuine investment in your long-term career development.

Application details

Please apply online: <https://cemm.onlyfy.jobs/job/zn5hyw6c> with a cover letter explaining your strengths and qualifications in relation to the open position at CeMM, your CV and the contact details of 2 referees.

Application deadline: 15.04.2026

Additional information

City	Vienna
Position type	Full-time employee
Start of work	01.06.2026

Responsible

Memo Mokhles

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