



You are looking for an employer you can count on? Join us!

The Quantum Computing and Technologies Department (QCT) at LRZ is a team of computer science and quantum physics specialists researching, advancing and providing quantum computing technologies for local and international advanced computing communities. The QCT team provides scientific users with a broad portfolio of quantum resources and services, including quantum simulators, remote access to quantum hardware, on-premise quantum systems, development environment tools, scientific consultancy, and education/training. A main focus of this team is the research and development of integration pathways for quantum acceleration capabilities for next-generation high-performance computing (HPC) systems. Read more at quantum.lrz.de.

As a member of the LRZ Q-Crew, you're in the driver's seat developing and providing new tools and methods, working with cutting-edge hardware technologies; and developing the Munich Quantum Software Stack including programming models, OS, compilers and abstraction layers for multiple quantum technologies based on superconducting, neutral and ion qubits. You are pivotal for building unique solutions merging quantum and HPC workflows, advancing the community's research capabilities, and in propelling Bavaria as a global quantum hotspot pushing the boundaries of innovative scientific discoveries achievable with quantum-accelerated computing.

We're actively seeking a position for:

Program Development Associate (f/m/d)

Your Role and Responsibilities:

- 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.

Basic Qualifications:

- A Bachelor's degree or comparable qualification, ideally from a technical field
- Proven 1+ years relevant 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.

Area	Quantum Computing
Working time	Full time (40 hours) flexible working model with electronic time recording
Term of the contract	31.12.2026, a further employment is intended
Remuneration	up to E11, see Entgeltabelle 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



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 look forward to receiving your complete application documents (including cover letter, CV and certificates) in a PDF file (other file types are not accepted) by latest **03.10.2025**.

Subject: **QC-PDA (2025/37)**

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.

This job does not fit? Then take a look at <https://www.lrz.de/karriere> or send us an unsolicited application!

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



charta der vielfalt



Familienpakt
Bayern