

Job Advertisement

Academic Manager

Mecila (Maria Sibylla Merian International Centre for Advanced Studies in the Humanities and Social Sciences Conviviality-Inequality in Latin America) is a joint project of the following German and Latin American research institutions: Freie Universität Berlin (coordination); Ibero-Amerikanisches Institut (Berlin); Universität zu Köln (Cologne); Universidade de São Paulo and Centro Brasileiro de Análise e Planejamento (São Paulo); Instituto de Investigaciones en Humanidades y Ciencias Sociales (Universidad Nacional de La Plata/Conicet, La Plata); and El Colegio de México (Mexico City). The Centre builds on an international research network that focuses on the co-constitution of conviviality and inequality from an interdisciplinary perspective and addresses the processes of negotiation, legitimation, transformation, and representation of existing hierarchies as they take place in everyday interactions and within institutions. Established in 2017 and headquartered in São Paulo, the Centre is funded by the German Federal Ministry of Research, Technology and Space (BMFTR). For more details, please see: <http://mecila.net/>

Mecila invites candidates to apply for the position of **Academic Manager**, starting on December 1st, 2025 initially for four months, with a likely extension until March 31, 2029, subject to the final approval of the grant. The salary is competitive and commensurate with the demands and responsibilities of the position.

Key Responsibilities & Tasks

- **Strategic and Operational Management:** Oversee the Centre's overall management, implementing measures decided by the Executive Board. This includes coordinating with consortium institutions, managing the Coordination Office team, and overseeing financial resources and reporting in collaboration with the German funding administration.
- **Outreach and Network Development:** Design and implement a comprehensive outreach

strategy for Mecila's visibility. This involves building and strengthening networks with civil society organizations, cultural institutions (e.g., museums, archives), and media outlets in both Latin America and Germany.

- **Research Environment and Mentoring:** Foster a vibrant and collaborative research environment. Support the exchange among Mecila's Investigators and Fellows, and take a leading role in developing and implementing mentoring opportunities for Early-career scholars.
- **Academic Events and Publications:** Conceive and coordinate a diverse programme of academic and public-facing events. Support the Centre's publication programme and editorial plans to disseminate research results effectively.
- **Academic Diplomacy:** Represent the Centre at institutional, academic, and diplomatic events, fostering the exchange between networks of academic cooperation in Latin America, Germany, and other parts of the world.
- **Fundraising and Sustainability:** Lead the Centre's grant application and fundraising efforts to secure its long-term sustainability beyond the current funding phase.

Requirements

- A PhD degree in the Humanities or Social Sciences.
- Management experience, particularly in international scientific projects or networks.
- Demonstrated leadership, teamwork, and communication skills, combined with a talent for organization and the ability to work creatively and independently.
- Familiarity with academic publishing processes and editorial strategies.
- Excellent oral and written command of English and German; good command of Portuguese is also required.
- Willingness to reside in São Paulo and to undertake international travel.

Desirable Qualifications

- Experience in developing and implementing outreach strategies and building partnerships with non-academic institutions.

- A successful track record in grant writing and academic fundraising.
- Good oral and written command of Spanish.
- A strong interest in the thematic focus of the Centre.

Application

Applicants are invited to send the following documents as a **single PDF attachment** no later than **October 30, 2025**, to the Coordination Office in São Paulo (mecila@cebrap.org.br):

1. **Motivation Letter** (max. 500 words), outlining your suitability for the role and your vision for Mecila's strategic development.
2. **Curriculum Vitae** (max. 3 pages).
3. **Copies of relevant diplomas and certificates.**

For further inquiries regarding the position or the application process, please contact Mecila's Coordination Office in São Paulo via e-mail (mecila@cebrap.org.br).