

## **Job opportunity**

### **Capacity Development Officer for modern language documentation**

The Berlin-Brandenburg Academy of Sciences and Humanities (BBAW) is a learned society based in Berlin. Basic research in the humanities, the interdisciplinary treatment of scientific and societal questions concerning the future in order to advise politics and society, and the dialogue between science and the public form the core areas of its work

The BBAW is home to the Endangered Languages Documentation Programme (ELDP). ELDP, funded by Arcadia, is dedicated to documenting and preserving endangered languages by funding documentation projects around the world, assisting grantees in conducting field research and archiving their documentary collections, and making those collections freely available.

Each year, ELDP funds between 30 and 40 documentation projects worldwide without restrictions on the nationality of grantees or host institutions. It also conducts training workshops for grantees as well as for language communities and junior scholars in countries where endangered languages are spoken. Previous trainings have taken place in Ghana, Ethiopia, Cameroon, Russia, China, Mexico, and Indonesia.

ELDP seeking a Capacity Development Officer to run and further develop its global training programme in modern digital language documentation for junior researchers, language communities, and documenters. The successful candidate will design and implement multilingual training programmes and create teaching materials for various digital platforms and social media. The successful candidate will continuously evaluate and improve the concepts, workflows and measures developed, and will present research results at conferences and publish them in relevant journals.

We are looking for the following person to start as soon as possible:

Capacity Development Officer (m/f/d) for the Endangered Languages Documentation Program, full time for an initial fixed term of two years.

#### **Your tasks:**

- Development of digital teaching curricula for modern language documentation for various stakeholder groups.
- Creation of multimedia and multilingual teaching materials for language communities, junior researchers as well as documenters
- Design and run the training program for ELDP and ELAR
- Conducting regular training in modern language documentation for ELDP scholars as well as for potential applicants worldwide
- Evaluation of necessary development needs, design of learning analytics, definition of relevant key performance indicators, and measurement of effectiveness of implemented measures
- Presentation of instructional designs and evaluations and research findings at relevant workshops and conferences and publication in relevant literature

### **Your profile:**

- Doctorate in linguistics with a focus on typology and language documentation or in a comparable field
- Several years of professional experience in the development of teaching concepts and materials
- Relevant experience in fieldwork in the global South
- Knowledge of relevant linguistic work practices in documentation linguistics and relevant software (e.g., Flex, ELAN, Arbil, lameta)
- Excellent knowledge of linguistic documentation theory and practice and relevant methods
- Thorough knowledge of digital media, technologies and social media
- Excellent written and spoken English, one other foreign language required (Spanish, Portuguese, Mandarin preferred)
- In-depth experience in the field of knowledge transfer of documentation theory and methodology
- Practical experience in working with minorities
- Ability to work independently, in a structured and results-oriented manner
- Ability to work in a team and excellent communication and organizational skills
- Ability to work under pressure, independently and with flexibility

### **Our offer:**

- A centrally located, easily accessible workplace at the historical Gendarmenmarkt
- Varied work in a committed, intercultural team
- Flexible working hours and the possibility of mobile working
- Company pension plan and capital-forming benefits
- Subsidy for BVG ticket
- 30 days of vacation for a full-time job, plus time off on 12/24 and 12/31.
- Exciting insights into the scientific landscape
- Remuneration is in accordance with pay group E13 TV-L Berlin. The place of employment is Berlin.

The Berlin-Brandenburg Academy of Sciences and Humanities strives to increase the proportion of women in areas in which they are underrepresented in accordance with the State Equal Opportunity Act and the Women's Promotion Plan; therefore, applications from women are explicitly encouraged. Applications from persons with migration background are explicitly welcome; applications from disabled persons will be given priority in the case of equal suitability.

Please send your informative application documents, quoting the reference number "ELDP/10/2021", preferably as a PDF (max. 5 MB) by 25.10.2021 to:

[personalstelle@bbaw.de](mailto:personalstelle@bbaw.de)

Berlin-Brandenburg Academy of Sciences and Humanities  
Personnel and Legal Department  
Ms. Ines Hanke  
Jägerstr. 22/23, 10117 Berlin

Application documents can only be returned if a prepaid envelope is enclosed

**Endangered Languages Documentation Programme**  
Berlin-Brandenburg Academy of Sciences and Humanities  
Jägerstraße 22/23 | 10117 Berlin | Germany  
[www.eldp.net](http://www.eldp.net)

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