We are looking for a

Project coordinator of research studies on late effects after childhood cancer (70-100%)

Most children diagnosed with cancer can now be cured, but the toxic treatments cause side effects and chronic disease in many childhood cancer survivors. The Swiss Childhood Cancer Registry (SCCR) has a broad research program on late effects and long-term outcomes of childhood cancer, with national studies and international collaborations. These studies investigate the spectrum of various somatic and psycho-social outcomes in childhood cancer survivors.

In this position you will manage national and international studies on late effects after childhood cancer:
- Organise questionnaire surveys to survivors and their siblings.
- Be responsible for the study database help to manage datasets for international studies.
- Manage time, budget, reporting to sponsors and documentation of research projects.
- Write grant applications and ethics applications together with the Principal Investigator.
- Collaborate with a team of PhD students, Postdocs, SCCR staff and student assistants.

Ideally you have:
- A University degree in biomedical sciences, biology, pharmacy, medicine, public health, health information management (medizinischer Dokumentar) or a related field.
- Excellent project management skills.
- Working experience in project coordination in a relevant health-related field, preferably cancer epidemiology.
- Keen interest in databases and data management.
- Efficient working style with attention to detail and quality.
- Strong oral and written communication skills.
- Fluency in German or French (ideally both) and excellent English reporting skills (oral and written communication).

What we offer:
- Working in a motivated and competent research team with international collaborations.
- Flexible working time.
- Salary according to the salary scale of the canton of Bern.

We seek to fill position as soon as possible.

If you look for an exciting position in a highly motivated team, please send your CV with motivation letter, certificates and letters of references as one PDF document, as soon as possible, but not later than the 15th of November 2017 to Natalie Studer, e-mail hr@ispm.unibe.ch

For further information on the position, please contact Rahel Kuonen by e-mail (rahel.kuonen@ispm.unibe.ch) or phone (031 631 33 47).