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**UNIVERSITÄT  
BERN**

## Program Management Assistant (60-80%)

### Institute of Social and Preventive Medicine (ISPM)

The Institute of Social and Preventive Medicine (ISPM) of Bern performs research in a range of disciplines relevant to public health ([www.ispm.unibe.ch](http://www.ispm.unibe.ch)). Groups cut across divisions, facilitating an interdisciplinary approach to research in the fields of clinical epidemiology, social and behavioral health, biostatistics, and international and environmental health. The ISPM is highly reputed for its expertise in health effects of environmental exposures, the spread of infectious disease, and the health of vulnerable groups including children and the elderly.

The [HIV, Hepatitis and TB Research Group](#) is looking for a highly motivated Program Management Assistant who will support the Program Manager and a team of epidemiologists, clinicians, PhD students and statisticians for the International Epidemiology Databases to Evaluate AIDS (IeDEA) consortium (<https://www.iedea-sa.org/>).

#### Duties and responsibilities:

- Monitoring of subawardee compliance and ethical approval management.
- Completion of sub-tasks for grant applications, annual progress reports, and annual project audits.
- Project communication and dissemination including publication compliance and website management.
- Independently manage NIH-mandated effort reporting for all staff employed or working on the grant.
- Administer own subprojects on demand (e.g. conference grants).
- Administration of shared digital knowledge management spaces and filing systems.
- Carry out day-to-day administrative tasks for the project team, including correspondence with collaborating sites, processing of invoices and expenses, travel arrangements for project-related events, organization of phone conferences and team meetings.

#### Qualifications and skills:

- Education or further training in project administration or coordination, preferably in the health sector.
- Previous experience working in an international research environment is desirable.
- English or German as mother tongue with professional knowledge of the other language.
- Strong IT office skills (Outlook, Excel, Word, PowerPoint), some experience in web content management or willingness to learn.
- Excellent organizational skills and strong attention to detail.
- Open-minded personality with sensitivity for people and different cultures.

#### What we offer:

An international, multidisciplinary, and highly stimulating environment. Close collaboration with renowned experts in epidemiology, statistics and public health. Support for career development and training. Flexible working hours. Centrally located and modern offices in a nice building.

#### Further information:

The post starts in April 2025 and is for 1 year, with possibility for extension. Additional duties and work time increase is optional. Applications will be screened on a rolling basis until **29.11.2024**.

Applications must be written in English and include the following: letter of motivation, curriculum vitae, certificates and reference letters as available. Please send your application in one PDF-file to Natalie Studer, [hr@ispm.unibe.ch](mailto:hr@ispm.unibe.ch).

For further information on the position, please contact Dr. Per von Groote ([per.vongroote@ispm.unibe.ch](mailto:per.vongroote@ispm.unibe.ch)).