CTU Bern (www.ctu.unibe.ch) is the Clinical Trials Unit of the Faculty of Medicine of the University of Bern and works closely with the affiliated university hospital. It functions as a service unit to support and coordinate investigator-initiated studies.

To conduct and supervise clinical studies at CTU and CI Bern, specifically, to support the planning, organization and conduct of clinical studies, CTU Bern is looking for a

**Head of Clinical Investigation (60-100%)**

**Duties and responsibilities**
- Lead a team of study coordinators
- Independently prepare and conduct clinical studies according to study protocol and regulatory requirements
- Take an active part in the activities of CTU Bern and contribute to internal tasks, e.g. creation and review of standard operating procedures
- Collaboration with the Institute of Social and Preventive Medicine (ISPM)

**Qualifications and skills**
- Experience in conducting clinical studies, especially with regard to data collection and direct interaction with study participants – nursing education required
- Experience in leading teams or the will to learn team management duties
- Knowledge of International Conference of Harmonization Good Clinical Practice Guidelines and regulatory requirements for clinical research in Switzerland
- Excellent communication skills (with regard to patients and interdisciplinary team members)
- Excellent organizational skills, attention to record keeping, detail and quality
- Experience in using standard computer packages for word processing and spreadsheets
- Ability to work cooperatively in a small team, as well as independently
- Fluent in German and English (written and oral), any further language is an asset

We are offering an interesting position with diverse activities in a growing clinical trials unit with the chance to contribute to the successful development of CTU Bern. The organization is dedicated to high quality research and active career development. It provides an international academic environment and operates with interdisciplinary teams.

We are looking to have the successful candidate in place as soon as possible. The salary of the position is based on the salary scale of the canton of Bern.

For further information on the position advertised, please contact Dr. Sven Trelle, Tel. +41 (0)31 631 35 04, sven.trelle@ctu.unibe.ch or https://www.ctu.unibe.ch.

Please send your application including a Curriculum Vitae to Human Resources administration: hr@ctu.unibe.ch.

University of Bern, CTU Bern – Clinical Trials Unit, Mittelstrasse 43, 3012 Bern