



b
**UNIVERSITÄT
BERN**

Project manager (80-100%)

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). 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 the spread of infectious disease, in health effects of environmental exposures, and the health of vulnerable groups, including children and the elderly.

The Epidemiology cluster of the University of Bern's Multidisciplinary Center for Infectious Diseases (MCID) seeks to appoint a project manager for the BEready (BErn is ready) cohort, one of its core activities. The ongoing COVID-19 pandemic is showing the importance of preparedness and the value of established research platforms to study emerging infectious diseases. BEready will be a population-based cohort of households including adults, children and pets in the Canton of Bern. BEready will involve the people of the Canton of Bern in its goal to address questions about infectious diseases that will help to improve preparedness for future epidemics or pandemics.

Duties and responsibilities:

- Provide leadership in the establishment, co-ordination and management of the BEready cohort;
- Supervise project administration, including ethical committee submission, supervise study nurses, data collection, sample transport and storage, account keeping and financial reporting;
- Liaise with staff at MCID, cantonal and national authorities and with members of the public;
- Develop tailored management tools and standard operating procedures
- Ensure that agreed project deadlines are met; anticipate problems and take timely action to resolve them;
- Provide support for the publication and dissemination of results.

Qualifications and skills:

The BEready project manager will have experience in the management and administration of large research projects. You will have excellent communication and organizational skills in German and English (French would be an advantage), initiative and independence, and ability to work in a team.

- Masters or doctoral degree in public health, epidemiology, or a related subject
- A formal qualification in management or accounting would be an advantage

What we offer:

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

The post starts in February 2022 and is for 3 years, with a possibility for extension.

Please apply no later than: 31.12.2021

For further information on the position, please contact Prof. Nicola Low (nicola.low@ispm.unibe.ch) or Professor Gilles Wandeler (gilles.wandeler@insel.ch)

Please send your application in one PDF-file to Natalie Studer, hr@ispm.unibe.ch. Applications must be written in English and include: letter of motivation, curriculum vitae and publication list

University of Bern, Institute of Social and Preventive Medicine (ISPM), Mittelstrasse 43, 3012 Bern, Switzerland,
www.ispm.unibe.ch