

Open Position in the BRCCH Management Office

14 November 2022

Scientific Officer (Postdoctoral level)
80%-100%, immediately or as per agreement

About Us

The Botnar Research Centre for Child Health (BRCCH) is physically located in Basel, Switzerland and supports researchers at its four partner institutions: University of Basel, ETH Zurich, University Children's Hospital Basel and the Swiss Tropical and Public Health Institute. Generously funded by Fondation Botnar, the Centre drives innovative translational research addressing unmet medical needs of children and young people, especially those living in low- and middle-income countries, through funding programmes and professorial posts.

Position

The BRCCH management office seeks a dynamic and team-orientated colleague who will be responsible for:

- Coordination and monitoring of the Centre's research grant portfolio
- Management of relationships with grantees
- Management of the Centre's key stakeholders, including its funding partners, partner institutions, governance boards and funded professors
- Support of the Centre's Directors
- Support in the set-up of strategic activities related to academic research management and early-career capacity-building programmes
- Support in the conceptualisation and organisation of scientific documents, meetings and dissemination events
- Support of team members with scientific communications

Your Profile & Competences

You hold a doctoral degree in the domain of digital health, biomedicine or related health sciences. Proven experience in scientific communications, project management and stakeholder management are essential. Competency in strategic thinking and concise documentation preparation while ensuring precise, supporting operational processes, and the ability to adapt quickly between individual and team-based tasks, are required. Strong organisational and interpersonal skills as well as an ability to work efficiently in a busy, multi-stakeholder environment are a must. You enjoy working in small and efficient teams and are effective in taking up new challenges. Previous work experience in research and/or general management is an asset. Excellent analytical skills, and fluency in written

and spoken English are indispensable. Proficiency in German is desirable. Proven competency in swiftly assimilating new knowledge and working with a high degree of independence is essential.

We Offer

A responsible position within a young and internationally oriented research centre that is driven by a dedicated and collegial team. Conditions of employment in accordance with the personnel and salary regulations of the University of Basel including flexible working conditions. A fixed-term contract for 3 years with the possibility of extension.

Application / Contact

Please send your application (CV, cover letter, certificates) in a single electronic document by **8 December 2022 to contact@brc.ch**. For further information about the position, please contact tara.sugrue@brc.ch (Scientific Lead BRCCH). For administrative and HR-related questions, please contact greet.vanmalderen@brc.ch (acting General Manager BRCCH). For more information on the BRCCH, please see <https://brc.ch>