The Institute of Primary Health Care of the University of Bern (BIHAM) is dedicated to train and foster the next generation of primary care physicians and to carry out research in primary health care, epidemiology, and public health. The BIHAM offers a lively, interdisciplinary environment with excellent methodological support and access to a large network of practicing primary care physicians.

We are looking for a

Project Manager Clinical Research (60-100%)

to join the Institute of Primary Health Care of the University of Bern (BIHAM; www.biham.unibe.ch).

Duties and responsibilities
• Independent management of large multicenter research projects
• Organization, management and supervision of large academic, investigator-initiated, international multicentre randomised trials (from preparation to ethics submission and conduct to completion) in Switzerland and Europe, including correspondence with external sites and project partners
• Ideally budget planning and review
• Support of researchers in planning and coordination of clinical trials (administration, regulations, etc.).

Qualifications and skills
• Highly motivated with ability to work independently and cooperatively in team, strong initiative, good planning and organizational skills, aptitude for multitasking
• At least two years of experience in a similar position or as Study Coordinator.
• Excellent Office user skills
• Strong interpersonal and written communication skills and excellent organizational skills
• Fluent in German and good level in French
• High level of English proficiency
• High load capacity and flexibility

Starting date on October 1st, 2023 or to be discussed The salary is based on training and experience, according to the university regulations.

The BIHAM at the University of Bern encourages independence and flexible working models. It is an equal opportunities employer. For further information on the position, please contact Nathalie Schwab (nathalie.schwab@unibe.ch). Please send your application including a letter of motivation and curriculum vitae to Human Resources administration: hr.biham@unibe.ch. Applications are considered until end of August, 2023.