



The Swiss Tropical and Public Health Institute is the biggest institution for public health, international health and tropical medicine in Switzerland. The institute with over 700 employees delivers a sustainable contribution with its research, education and services to the improvement of health worldwide.

The Education & Training Department of the institute is currently looking as early as possible for candidates as a

## Course Coordinator / Didactical Specialist (70-100%)

The new colleague will be responsible for:

- Coordination of a postgraduate **MBA in International Health Programme** with special emphasis on
  - Regular communication with the students
  - Coaching the students especially in distance-based phases of their study
  - Cooperation with teachers and facilitators concerning the content- and didactics-related design of the programme and its modules
  - Coordination of topics, organization and quality assurance of modules, support of teachers and facilitators
  - Assistance in curriculum development, further development of didactics and in the operational field
  - Cooperation with University of Basel Advanced Studies, Swiss School of Public Health+ (SSPH+), teaching networks and other educational programmes of the institute
  - Representation of the MBA programme in internal and external boards
  - Possibly teaching on selected topics in the MBA or other programmes of the institute
- Supporting the Teaching Technologies and Didactics Unit of the department in
  - Further developing the institute's Learning Management System (Moodle)
  - Developing and implementing innovative teaching tools and methods, especially in the field of distance-based learning and eLearning
  - Contributing to the unit's activities in development of audio-visual teaching material
  - Supporting teachers in distance-based learning approaches
  - Supporting the unit in externally funded projects

### Skills and experiences required

- Higher education with a Master degree, preferably in Public Health or similar, Health Sciences, or Didactics
- Minimum of two years experience in the coordination and/or planning of postgraduate education offers and in coaching of students
- Experience in working in an international field with students of different cultural background
- Excellent communication skills with various stakeholders
- Organisational skills and competences in cooperation with experts from different disciplines
- A sound knowledge of public/international/global health issues and development
- Experience with Learning Management Systems, preferably Moodle based
- Fluent in English, good knowledge of German and French would be an asset
- Self-reliant and independent person who has excellent teamwork abilities

Seite 2

**What we offer:**

- Opportunity to work part-time
- Flexible working time
- Flat hierarchy with the possibility to bring in own ideas
- Position in a well-rehearsed team where you can rely on each other

The position is based in Basel, Switzerland but might involve some travelling.

Start of contract is upon availability of the successful applicant (mutual agreement), but not later than May 2018.

There is no closing date for application, but we encourage applicants to submit their application as soon as possible. As long as the position is published on the website of Swiss TPH it is still vacant.

We look forward to receiving your complete online application with CV, motivation letter, reference letters, certificates and the names and contact information (email and phone) of 2-3 referees. Note that we can only accept applications via our online recruiting tool:

<https://recruitingapp-2698.umantis.com/Vacancies/529/Description/2>

**Applications via email or headhunters will not be considered.**

**Contact**

For further information about the position, please visit our website <https://www.swisstph.ch/en/>.