

The Swiss School of Public Health (SSPH+) - the inter-university faculty of public health sciences - assembles the academic public health expertise available across eight Swiss universities. The SSPH+ model is based on the vision that in a small country like Switzerland, no single institution has the critical mass needed to cover all public health relevant areas.

SSPH+ has received funding from the European Union's Horizon 2020 Framework Programme for a doctoral fellowship program – the SSPH+ Global PhD Program Public Health Sciences (GlobalP<sub>3</sub>HS) – to competitively recruit 50 exceptionally talented students from all over the world for a PhD supervised by a SSPH+ faculty member.

For the operational lead of the 5-year program GlobalP<sub>3</sub>HS, we are looking for a

## **Program Manager (50-60%)**

### **Your tasks**

- Organization of calls and review process
- Development of communication material (e.g. flyer, website, guidelines)
- Supporting matching procedures between candidates and SSPH+ supervisors
- Collaboration with coordinators of various structured SSPH+ PhD programs
- Guidance of selected PhD students during procedures and administrations relevant to their PhD studies
- Organization of meetings (e.g. Steering Board)
- Reporting to EU

### **Your profile**

- University degree or equivalent
- Experienced in PhD education and the Swiss university system
- Excellent program management and communication skills
- Excellent skills in English and one Swiss national language
- Experience in use of common MS office applications and online platforms
- Independent and structured work, initiative, creativity and flexibility

### **We offer**

We offer you a versatile, responsible job in an exciting working environment in a small team with a large national and international network. The place of work is centrally located in Zurich. The position is open as of now on.

### **Candidature**

Are you interested? Then send your application (incl. motivation letter, CV, testimonies) in digital form to [snocera@ssphplus.ch](mailto:snocera@ssphplus.ch) by **15 April 2018**.

For further information please contact Sandra Nocera, +41 44 634 47 93 / [snocera@ssphplus.ch](mailto:snocera@ssphplus.ch).