

The Swiss Tropical and Public Health Institute (Swiss TPH) is a world-leading institute in global health with a particular focus on low- and middle-income countries. Associated with the University of Basel, Swiss TPH combines research, services, and education and training at the local, national and international level. Over 850 people from more than 80 nations work at Swiss TPH focusing on infectious and non-communicable diseases, environment, society and health as well as health systems and interventions.

Within the Swiss TPH Directorate, the Project & Grant Unit (PGU) is a central structure at the interface between project leaders, management, and administration to support the project cycle of research and service projects. PGU is currently looking for a

## **Grant Officer (70%-100%)**

*Grant and proposal management for collaborative research projects*

**This is a limited position due to a maternity leave** and would ideally start in August 2021. The exact duration can be discussed and shall be **between 8 to 12 months**. This junior position is ideal for an entry-level role in a research-related field and to gain substantial insight and experience in research management.

The role of the Grant Officer is to facilitate daily business of grant and proposal management of Swiss TPH research projects. One particular focus is being put on continued grant management of large EU Horizon 2020 collaborative projects (i.e. HBM4EU). The position also supports the PGU as a whole in pursuing the institutional aim to keep up with its project portfolio. The job holder reports to the head of PGU.

### **Your responsibilities include:**

- Handle administrative and organizational tasks for EU Horizon 2020 grant management, including quality assurance for timely and high quality reporting
- Support keeping timelines and providing guidance and documentation to the project responsible
- Steadily and actively follow up project related communication and ongoings with project partners internally and externally and with the funding organisation
- Contribute to responding to daily requests to be covered by the unit (mainly Swiss TPH internally) and to database maintenance

### **You should have the following experiences and skills in:**

- Minimal requirement: Commercial apprenticeship with at least 1 year of sound work experience, or Bachelor's Degree (or higher) of University or University of Applied Sciences, ideally in epidemiology or health sciences
- Interest in project management in health related sciences, academia, or industry
- Interest to extending expertise towards research management
- Personality with accurate, reliable, and responsible capabilities
- Communication and negotiation skills with various stakeholders, verbally and in writing; prior exposure to the intercultural context of academia, service or industry would be an asset

- High social skills including collaboration, communication, interpersonal, and organizational competencies
- Pragmatic and hands-on way of working, solution and target-oriented approach, at times under time pressure
- Fluency in English, good command in German and French is an asset

**We offer:**

In this versatile and challenging position we offer a close cooperation within a well-functioning, dynamic and supportive team based on trust and loyalty. In this role you will be able to gain insight into interdisciplinary consortium management and the European Commission as a funding body. You will be able to develop your project management skills in an international environment and meet people from different scientific backgrounds and cultures. Your meaningful work will support research and international development cooperation and allow you to build up hands-on expertise in academic management.

Swiss TPH is an equal opportunity employer committed to excellence through diversity.

**Please submit your application online via the link provided below:**

If you are interested, please submit your application with:

- CV
- Motivational letter
- Relevant diploma and certificates if available
- Salary expectations
- Names and contact information (e-mail or phone) of 2 references

Please note that we can only accept applications via our online recruiting tool:

<https://recruitingapp-2698.umantis.com/Jobs/All>

Applications via e-mail or external recruiter will not be considered.

**There is no closing date for applications. However, we encourage applicants to submit as soon as possible. As long as the position is published on the website of Swiss TPH it is still open.**

**Contact:**

For further information, please visit our website: <https://www.swisstph.ch/en/about/dir/project-and-grant/>

**Job Profile:**

**Start Date:** as soon as possible / whenever possible August 2021  
**Location:** Basel, Switzerland  
**Duration:** to be discussed, between 8-12 months  
**Percentage:** 70-100%  
**Travel Required:** no