



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 an

Administrative and scientific director (40-60%)

to join the Institute of Primary Health Care of the University of Bern.

Starting date on January 1st, 2024 or to be discussed

Duties and responsibilities

- Independent administrative and budget management of the institute, including complex contracts
- Independent administrative management and organization of large multicenter research projects and complex budget in Switzerland and Europe and across the world
- Support in legal authority submissions
- Independent administrative management of HR tasks and participation to the recruitment of new institute members
- Coordination of the institute communication, including in social media channels

Qualifications and skills

- Advanced Diploma of Higher Education (höhere Fachschule), or bachelor or similar training, an MBA would be an advantage
- At least 5 years of experience in management of a large team and budget and/or large multicenter projects
- Scientific or clinical experience would be an advantage (past PhD, Master or similar)
- Highly motivated with ability to work independently and cooperatively in team, strong initiative, good planning and organizational skills, aptitude for multitasking
- Excellent Office user skills and IT affinity and experience with social media channels, especially LinkedIn
- Attention to record keeping, details and quality, high load capacity and flexibility
- High level of English proficiency, fluency in German and French is an advantage

We offer

- Challenging, varied and independent work
- The BIHAM is a growing and innovative institute, leading several large national and international multicenter projects
- Employment according to cantonal guidelines
- Attractive workplace in the city of Bern

- The BIHAM at the University of Bern encourages independence and flexible working models (incl. Home Office). It is an equal opportunities employer.

For further information on the position, please contact Prof. Dr. med. Nicolas Rodondi (nicolas.rodondi@unibe.ch), Director of the Institute.

Please send your application including a letter of motivation and curriculum vitae to Human Resources administration: hr.biham@unibe.ch.

Applications are considered until 4th of November, 2023.

www.biham.unibe.ch