

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. About 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.

The Clinical Research Unit (CRU), Department of Medicine, carries out clinical research focusing on the diagnosis and treatment of febrile diseases, tuberculosis, HIV and other chronic diseases in countries of the global south. For administrative support of the CRU management and the CRU projects, the CRU is looking for a

Personal Assistant / Project Assistant (60%)

We are an international team of 15-20 employees and we carry out projects with partner organizations in Lesotho, South Africa, Tanzania and Georgia. We are looking for a person who will support us in administrative matters to plan and implement these projects. This includes budget planning and administration, revising and structuring of documents, reports and presentations, ensuring correct documentation and administrative support for travel and other activities by the employees.

Your responsibilities include:

- Provide administrative support to the CRU leader and the group and project leaders
- Support project management in tracking, documentation and monitoring of project activities
- Help with the budgeting, project accounting and controlling processes within the CRU, in cooperation with the Swiss TPH administration
- Communicate directly with staff in the project countries regarding administrative and financial matters
- Assist in the completion of reports, presentations and websites
- Organise meetings and make travel arrangements
- If workload and capacity allows, support the administration of other Units in the Swiss TPH Department of Medicine

Optimally, you should have the following experiences and skills:

- Proven working experience as personal assistant, project assistant and/or general administrative support in a highly dynamic, diverse and multicultural team and context
- Confident oral and written communication in English is a prerequisite, good knowledge of German is an advantage
- Flexible, independent, efficient and goal-oriented work
- Fundamental interest in health issues in the global south
- The following experiences and skills is an advantage, but not essential: project work, work in the global south, work in international and diverse teams, work in research-oriented organisations, experiences or skills with budget and finances and/or health care

We offer:

- Insight into and participation in exciting and innovative research projects to improve health in the global south
- Dynamic and international team with a growing project portfolio
- Opportunity to gain experience in an international research context
- There is a potential for further training in the areas of public / global health or the monitoring of clinical studies

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
- Reference letters and diploma
- Salary expectations
- Names and contact information (email or phone) of 3 referees

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.

Contact:

In case you would have any questions in regards to this position, please feel free to reach out to Thomas Fürst, HR Recruiting Specialist (+41 61 284 87 65).

Job Profile:

Start Date: 1 April 2021 or upon agreement

Location: Basel/Allschwil, Switzerland (Of note, even after the SARS-CoV-2-related measures have been lifted, at least one day home office per week will be possible)

Duration: 1.5 years with the possibility of extension

Percentage: 60%

Travel Required? Yes, once a year for ca. 2 weeks to visit one of the projects