

The Department of Public Health (DPH) of the University of Basel Medical Faculty is the leading constituency of the PhD Program Health Sciences (PPHS) and the chair of the Graduate School Health Sciences development group. The PPHS coordinator position is located at the Swiss Tropical and Public Health Institute (Swiss TPH) – an associate member of DPH and the University of Basel. Swiss TPH is the biggest academic global public health institution in Switzerland. DPH and Swiss TPH are looking for

Coordinator of the PhD education in Health Sciences 60-70% **(planned to become Graduate School Health Sciences in 2020)**

Actually, the PhD education in Health Sciences is organized in the PhD Program Health Sciences (PPHS) which combines six PhD subjects (PhD in Clinical Research, Epidemiology/Public Health/Insurance Medicine, Medicines Development, Nursing Science, and Sport Science) and is highly interdisciplinary and inter-faculty. Currently, more than 120 PhD students are registered and enjoy an attractive program offer. In preparation is the bigger structure of the Graduate School Health Sciences (GSHS) which would embrace more PhD subjects and more PhD students. The GSHS is planned to start in 2020 and you would be the main person to built-up its structure.

You are the administrative responsible person of PPHS and thereafter GSHS what involves:

- Conception, organization and evaluation of activities and events;
- Preparation and coordination of all meeting;
- Budget and financial administration;
- Investigation of numbers and key data in the view of reporting and evaluation;
- Public relations and management of the website;
- Initiation of new projects such as a technical platform for the GSHS;
- Contact, consulting and information point;
- Collaboration and networking with partner programs on university and inter-university level;

You need the following requirements for this position:

- PhD in Health Sciences or similar field;
- Experience in Health Science PhD education preferable, in depth experience of PhD education and PhD programs necessary;
- Perfect knowledge of German and English;
- Working experience in a university setting preferable;
- Leadership experience to independently initiate, pursue and manage projects;

- Administrative experience to manage independently all details of the PhD program (reporting, budget, course administration);
- Experience in working in a matrix structure with different stakeholders in and around the University of Basel;
- Interest in technical tools and their implementation for the PhD education.

We offer you:

- Working in the interdisciplinary PPHS team;
- Opportunity to work part-time;
- Partly flexible working hours;
- Flat hierarchical structures with the possibility to bring in your own ideas;

Start of contract is upon availability of the successful applicant, but not later than spring 2019.

We look forward to receiving your complete online application with CV, motivation letter stating your salary expectations, 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/580/Description/2>

Applications via post mail, e-mails or headhunters will not be considered.

Contact

For further information about the position, please visit the following websites:

Swiss TPH (employer): www.swisstph.ch/en;

Department Public of the Health Medical Faculty: <https://dph.medizin.unibas.ch/>

PPHS: <https://pphs.unibas.ch/>

In case of urgent questions about details of the position you can write an e-mail to Prof. Dr.

Nino Künzli: nino.kuenzli@swisstph.ch