

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, education and services at local, national and international level. Around 950 staff and students from 95 nations work at Swiss TPH focusing on climate change, environment and health, infectious and non-communicable diseases, societal and cultural context, and health systems and policies.

We are looking for:

Head of Services

As the Head of Services, you will lead a team of about 120-150 employees, formed by a merger of existing service units within Swiss TPH and be part of the executive management team of Swiss TPH. This role has a dual focus: **contributing to the strategic direction of the new department**, as well as **leading the department's operations** to ensure effective service delivery. You will play a key role in driving business development and setting up the department for long-term success.

Your responsibilities include financial planning and monitoring, staffing, and shaping the further development and integration of the service units and groups within the department. In close collaboration with your teams, you will strengthen the department's capabilities, expand its local, national and global reach, and enhance Swiss TPH's positioning as a leader in global health.

As a **member of the Swiss TPH executive management team**, you will contribute to pursuing the institute's overall strategy and operational objectives. You will ensure that the department aligns with Swiss TPH's mission, strategic goals and values, while managing relationships with internal and external partners and fostering effective collaboration at all levels.

YOUR RESPONSIBILITIES

- **Shape the department's strategy** and governance in alignment with the evolving needs, opportunities and challenges of Swiss TPH's local, national and international services and consultancy activities.
- **Develop and consolidate** the department's thematic profile and service portfolio, including (but not limited to) areas such as international health development cooperation, health promotion and systems strengthening, systems performance and monitoring, laboratory diagnostic services, clinical trials and medical services within the Centre for Tropical and Travel Medicine.
- **Manage the department's finances** with regular evaluations of the service portfolio based on strategic and economic criteria and in compliance with institutional policies and ethical standards.
- Provide **direct leadership** to unit and group heads, ensuring staff development and career planning within the department.
- Collaborate effectively with the Director, the Administrative Director and other department heads to support the three pillars of Swiss TPH (research, education and services), aligning with the institute's vision and value chain from discovery and innovation to validation and application.
- Represent the department both **internally and externally** and fostering strategic relationships with key stakeholders in Switzerland and abroad.

YOUR EXPERIENCES AND SKILLS

- Proven track record in strategic and financial planning as well as business development.
- At least 10 years of management experience, preferably in a matrix organization with flat hierarchies to promote transparent communication and foster a culture of mutual trust and respect. Experience in change management is a valuable asset.
- Strong networking, negotiation and relationship building skills, with a demonstrated ability to acquire new projects and partners in both the public and private sectors within Switzerland and internationally.
- Ability to work in a multi-cultural, international and highly competitive environment.
- A structured, solution-oriented and pragmatic approach to leadership and problem-solving.

- A university degree (PhD, MD or MBA) and strong background in one or more areas of public health or global health.
- Excellent command of English (written and verbal) and at least one Swiss language (German or French)
- Willingness and flexibility to travel abroad, including to remote places, as needed.

WHAT WE OFFER

- Purpose-driven work in an internationally renowned institute where you will be part of a motivated, multidisciplinary and multicultural institute within a collegial environment dedicated to make the world a healthier place.
- A challenging and rewarding position, with opportunities for both professional and personal development.
- Opportunities to collaborate with people from a wide variety of backgrounds, disciplines and levels of hierarchies.
- A state-of-the-art workplace in our new headquarters in Allschwil, located in a bustling life sciences and biotech cluster.

JOB CONDITIONS

- Start Date: 1 March 2025 or upon earliest availability
- Duration: unlimited contract
- Location: Allschwil in close proximity to Basel, Switzerland
- Travel required: yes, on a regular basis both in Switzerland and abroad

HOW TO APPLY

Please submit your application online via <https://jobs.swisstph.ch/Jobs/All>:

- CV
- Motivational letter including names and contact information (email or phone) of 1 – 2 references
- Reference letters and diploma

We look forward to receiving your application.

Please note that we can only accept applications via our online recruiting tool. As long as the position is online on our company website, we are open for new applications. Applications via e-mail or external recruiter/agency will not be considered.

CONTACT

Sonja Bühler, Lead Recruiting Partner, +41 (0)62 284 8778.