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UNIVERSITÄT
BERN

The Institute of Social and Preventive Medicine (ISPM), University of Bern, employs over 130 staff, provides undergraduate and post-graduate teaching and carries out research in a range of disciplines relevant to clinical epidemiology and public health.

We are looking for a

Project Manager (70%)

to manage the ESTHER Switzerland project (<https://www.esther-switzerland.ch/>) financed by the Swiss Agency for Development and Cooperation (SDC).

Responsibilities of the successful candidates include:

Provide leadership in project co-ordination and management to the highest ethical standards; Supervise project administration, including account keeping and financial reporting; Liaise with funding agency, Swiss and international partners, through written and oral communication in English; Organise meetings for project members and collaborators, including steering and advisory committees; Develop tailored management tools and standard operating procedures; Ensure that agreed project deadlines are met; anticipate problems and take timely action to resolve them; Develop a communication and a fundraising strategy.

Qualifications:

Education relevant to this mandate (international relations, global health, development studies, etc.); Proven experience of international cooperation; Proven experience of global health and public health and current challenges in low and middle income countries; Proven knowledge of the Swiss health care system; Experience in institutional health partnership and particularly in hospital partnerships in low and middle income countries is an asset; Strong skills and Experience in project management including operational and financial monitoring and reporting, management of consultants and collaboration with advisory bodies (or similar); Analytical and strategic thinking and experience in accompanying the development of strategies ; Excellent communication skills and knowledge in facilitation of networks; Experience in knowledge management;

We are looking for candidates with experience in the management and administration of large projects funded by national or international agencies. You will have excellent communication and organizational skills in English (German and French is a strong asset), initiative and independence, and ability to work in a team.

We offer: A position for about 3 years, final decision for the engagement is subject to allocation of funds. A multicultural, diversified and dynamic academic environment and flexible working hours. Starting date: ideally Nov. 1st, 2019.

Please send your application (deadline Sept. 10th, 2019), including *curriculum vitae*, and letter of motivation by e-mail to Mr. Luciano Ruggia, luciano.ruggia@ispm.unibe.ch, with copy to hr@ispm.unibe.ch at Institute of Social- and Preventive Medicine, Mittelstrasse 43, CH-3012 Bern, Switzerland.