UNIVERSITÄT BERN

Senior Project Coordinator, IMCI-PLUS consortium 100%

The Department of Clinical Research (DCR) is an academic center and umbrella organization supporting clinical researchers at the University of Bern and University Hospitals consisting of strong Research Unit, the Clinical Trial Unit (CTU), the Clinical Investigation Unit (CIU), and two new subunits in 2024, a Medical Data Science Unit and a Gender Medicine Unit. DCR will develop a global health unit over the next years based on an existing pediatric global health research portfolio, in which this project is embedded.

DCR is a diverse department that provides central organization for expertise, innovation, leadership, contemporary pedagogy, and centralized facilities for supporting clinical researchers. DCR offers clinical researchers full support from study design to study implementation. DCR works across multiple collaborations with the Medical Faculty and the University Hospitals.

Duties and responsibilities

- Develop and implement a comprehensive project plan with other IMCI-PLUS consortium partners in Europe and Africa that includes all project phases, from initiation to closure, ensuring alignment with the study protocol and objectives and reporting requirements
- Monitor project progress and performance, implementing necessary adjustments to meet project objectives and timelines
- Manage project risks, including the development of contingency plans
- Serve as the primary liaison between the project sponsor (DCR) and consortium partners, regulatory authorities, and other relevant stakeholders.
- Ensure planning and implementation/delegation of all Sponsor-related tasks in adherence to ethical standards, and good clinical practice (GCP) guidelines throughout the study.
- Oversee the research assistants and other trial staff involved in the project, with coordination of all staff at all locations of the study
- Oversee the budget and financial activities representing DCR as the Sponsor
- Prepare and present comprehensive and complex project reports

Requirements

- Native (or equivalent level) of English, knowledge of French would be an advantage
- A University degree in Public Health, Epidemiology, Allied Health, Medicine or a related field
- At least 10 years of experience in research project management, preferably in the context of clinical trials in Africa
- Ability and willingness to travel to African trial sites (South Africa, Tanzania, Senegal), including at short notice.

University of Bern, Department of Clinical Research (DCR), sitem-insel, Freiburgstrasse 3, 3010 Bern
www.dcr.unibe.ch

- Strong understanding of the principles and practices of clinical research, including RCT design, implementation, and analysis.
- Familiarity with ethical guidelines, regulatory requirements, and GCP standards relevant to clinical trials in Africa.
- Experience in effectively involving and communicating with key stakeholders and in producing relevant communication materials.
- Excellent leadership, team management, and interpersonal skills, with the ability to work effectively across diverse cultural contexts.

We offer

- a challenging, versatile job in an exciting field of work in an international, dynamic environment with a motivated team
- further training opportunities and programs at the university and a wide range of sports at Uni Sport
- salary and social benefits according to cantonal guidelines

Have we piqued your interest? Then please send us your application to HR Administration (hr.dcr@unibe.ch) by May 31, 2024 at the latest.

PD Dr. med. et phil. Kristina Keitel, will be happy to answer questions (kristina.keitel@insel.ch; + 41 31 632 54 68).