

CTU Bern (<http://www.ctu.unibe.ch>) is the clinical trials unit of the Faculty of Medicine of the University of Bern and works closely with the affiliated university hospital. It functions as a service unit to support and coordinate investigator-initiated studies.



---

<sup>b</sup>  
**UNIVERSITÄT  
BERN**

To reinforce the existing team we are currently looking for a

## **Clinical Data Manager (60-80%)**

### **Duties and responsibilities**

- Responsible for all data management tasks during specification & implementation of a clinical study:
  - Define study specification (eCRFs, visit structure, edit checks) in close collaboration with the sponsor/principal investigator of a clinical study
  - Setup study in CTU Bern's web based clinical data management systems (REDCap, secuTrial, WebSpirit)
  - Train and support clinical researchers
  - Data management related project management
- Assist in development of SOPs, eCRF templates, study metrics etc.

### **Qualifications and skills**

- Degree in medical IT, health information management (medizinischer Dokumentar), biomedical science or a related field
- Experience in clinical research, Human Research Act, Good Clinical Practice, clinical data management systems
- Experience in project management and knowledge in STATA or any SQL language would be an asset
- Ability to work both independently and cooperatively in a small team
- Proficiency in German and English
- Good organisational skills, attention to detail and record keeping, ability to set priorities and to meet deadlines

**We are offering** an interesting position with diverse activities in a growing clinical trials unit with the chance to contribute to the successful development of CTU Bern. CTU Bern is dedicated to high quality research and active career development. It provides an international academic environment and operates with interdisciplinary teams.

We are looking to have the successful candidate in place as soon as possible.

If you are looking for an exciting position in a highly motivated interdisciplinary team please send your CV with motivation letter to Larisa Cárdenas, e-mail [hr@ctu.unibe.ch](mailto:hr@ctu.unibe.ch).

If you need further information on the post, please contact Muriel Helmers, Head of Data Management. Tel. +41 31 631 34 27, e-mail: [muriel.helmerts@ctu.unibe.ch](mailto:muriel.helmerts@ctu.unibe.ch).