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UNIVERSITÄT
BERN

Head of Monitoring Division

Level of employment 100 or 60%

CTU Bern 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 clinical studies in any clinical field.

As Head of the Monitoring Division at CTU Bern, you will be responsible for a team of currently 6 on-site and central data monitors and 8 junior research assistants, the latter mostly supporting central data monitoring activities. You will be closely working with the other divisions at CTU Bern including Clinical Study Management, Statistics & Methodology, and Data Management. If a 100% employment level is envisaged, 40% of the time will be dedicated to performing on-site and central data monitoring activities.

Duties and responsibilities

- Leading the Monitoring team (on-site & central data monitoring)
- Budgeting and planning of monitoring activities, including the creation of supporting documents, such as the monitoring plan
- Consulting sponsors in the area of responsibility
- Participation in teaching courses for clinical research professionals (e.g. GCP courses)
- If employment level 100%, in addition to the above:
 - o Performing on-site monitoring visits and central data monitoring of clinical trials from initiation to study end (mostly in Switzerland but also internationally)
 - o Supporting the study teams at the study sites

Qualifications and skills

- University degree (minimum Masters degree but PhD preferred) in life sciences or a related field
- Several years of monitoring experience in clinical research (experience with monitoring in an academic setting would be an asset)
- Very good knowledge of GCP and the applicable (Swiss) law and regulations
- Excellent communication skills. Fluency in German and English (written and oral) is a must
- High sense of responsibility, very good organizational skills, and attention to detail with the ability to prioritize and meet deadlines
- Ability to work cooperatively as part of an interdisciplinary team as well as independently
- Good knowledge of MS Office
- If employment level 100%, in addition to the above:
 - o Good knowledge of another national language (French or Italian) is a must
 - o Flexibility and willingness to travel

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

Salary depends on qualification and experience and the salary scale of the cantonal administration of Bern.

We are looking to have the successful candidate in place on **01.07.2021** or as negotiated.

If you need further information on the post, you can contact Dr. Felix Rintelen, Head of the monitoring & Regulatory Affairs Division: Tel: +41 31 631 59 17, felix.rintelen@ctu.unibe.ch

If you are looking for an exciting position in a highly motivated team please send your CV with motivation letter to Larisa Cardenas: hr@ctu.unibe.ch