



The Swiss Clinical Trial Organisation (SCTO) is an academic infrastructure reference organisation for high-quality, patient-oriented clinical research in Switzerland. As of 2017, SCTO is a clinical research infrastructure of national importance, funded by the State Secretariat for Education, Research and Innovation (SERI) and the Swiss National Science Foundation (SNSF). SCTO's primary objective is to catalyse valuable and innovative clinical research in Switzerland and contribute to deliver new and better therapies to society.

The SCTO CTU Network, constituted by the Clinical Trial Units (CTUs) of the five university hospitals and two cantonal hospitals, is a well-established and nationally coordinated clinical research infrastructure providing all services and support needed for high-quality clinical research projects.

The SCTO Platforms serve as nationwide centres of excellence and pool of experts, developing thematic guidance and tools to provide practical solutions for researchers in academic clinical research.

SwissPedNet (SWPN) is the Swiss Research Network of Clinical Pediatric Hubs, complementary to the SCTO Network.

SWISSPEDNET COORDINATOR (50%) in SCTO

at the SCTO Executive Office in Bern

What you can achieve:

- Main responsibility for all national coordinative functions and activities for SwissPedNet, including the financial follow-up and operational organisation of meetings and conferences
- Coordinate the SWPN hubs to facilitate national multicentre trials in paediatrics in collaboration with investigators, local hubs and using the synergies with the SCTO CTU Network
- Request quotations and support sponsor(-investigators) in drafting project-specific contracts determining all responsibilities of the contracting parties, including keeping and supervising the budget
- Contact point in Switzerland for European pediatric research networks (as connect4children), industry and cooperative pediatric research groups
- Support the aims and objectives of SCTO and SWPN, by ensuring strategic and operational alignment
- Enhance the collaboration with the SCTO CTU Network and the communication flow between SCTO and SWPN
- Elaborate and contribute to funding applications and reportings for SWPN as required by SCTO.

Who you are:

- PhD or Master's degree in health or life sciences with min. 3 years of experience in a similar environment (scientific organisation, hospital, research institution, university, ...)
- Experience in project management, clinical research or regulatory affairs preferred
- Good organisational and analytical skills
- Collaborative, flexible and team player
- Fluency in English, mother tongue French or German, good knowledge of another national language an asset
- Good IT/ office and collaboration software skills (Word, Excel, Office365/Teams/SharePoint, Zoom).

What we offer:

- An excellent opportunity for a skilled and motivated professional to further develop his/her career in clinical research for children, with a focus on operational coordination and support to strategic alignment within a large research infrastructure in Switzerland

swiss clinical trial organisation



- Being involved in activities contributing to clinical research and improving therapies for children
- Flexible working hours; possibility of partial home-office; central office in Bern close to the train station
- Attractive working and salary conditions; good opportunities for continuous training and education.

Our team looks forward to getting to know you!

For more information on SCTO, visit www.scto.ch or contact Victoria Sarraf, Managing Director (031 307 10 41 or 031 307 10 40), Please submit your application by email to application@scto.ch comprising your CV, a motivation letter and references.