Research Program Officer
(80-100%)

Fondation Botnar is a charitable foundation established with the core purpose to promote the development and wellbeing of children; our focus is on health, nutrition and education in urban areas worldwide. Founded in Basel in 2003, we continue the philanthropic work of the Botnar family.

Our growing team of motivated experts is currently implementing a new strategy. The management office in Basel is the hub of our activities, responsible for the implementation of projects and programs together with partners in selected countries.

Job Context

Fondation Botnar aims to fund and support work in its focus areas in urban environments across seven to ten countries. To promote child health and wellbeing, as well as improve access to health care, the foundation builds on the enormous potential of digital health solutions and artificial intelligence designed to reduce health inequalities and advance health provision, particularly at the community systems level. In so doing, we harness the unprecedented momentum of the era of digital transformation. We are commencing this journey and plan to develop our country strategies via an emerging network of learning hubs across the world, where innovative solutions for child health and wellbeing can be tested, implemented and supported for scaling up and out. Research constitutes a strategic pillar of our strategy to bring new solutions and innovations to our focus countries. Projects we support range from basic science in health, nutrition, education, artificial intelligence, digital application, implementation and operational research to legal and ethical issues.

Job Description

Reporting to the Chief Learning Officer (CLO), the Research Program Officer will:

- Manage and coordinate processes related to research project proposals
- Monitor and evaluate projects in the research portfolio
- Contribute to research strategy development
- Organise research calls and talent development initiatives
- Organise, together with the communication manager, research-related events and symposia, as well as coordinate partner activities
- Assist the CLO in communication with the Scientific Commission and other selected activities

Specific Responsibilities

- Document and manage research portfolio activities
- Screen research proposals
- Prepare contracts between grantees and the foundation, with the CLO
- Take minutes of scientific meetings and other research-related meetings
- Create research portfolio reports
- Conduct due diligence of research applications and research partner overview analyses
- Maintain and grow research networks, attend events, symposia and congresses

Qualifications

- Advanced degree (PhD or Master) in biology, life sciences or related fields
- At least two to three years’ experience in project management and coordinating multi-investigator projects
- Experience in international contexts (developing or transition country environments) an asset
- Knowledge of clinical trial processes
- Negotiation, contractual and protocol writing experience
- Knowledge of monitoring and evaluation methodologies an asset
- Strong writing and editing skills in English and German; French and Spanish an advantage
Desired Competencies

- Excellent organisational skills; precision in process and project documentation
- Excellent skills in managing multifaceted processes
- Positive attitude; problem solver; high learning agility
- Comfortable in a start-up environment; high flexibility
- Commitment to excellence, yet with the wisdom and competence to be pragmatic when required
- Good diplomacy and negotiation skills; cross-cultural understanding
- Ability to work with ambiguity and perform in a fast-paced environment
- Ability to communicate and work with a diverse set of stakeholders, including staff, board members, local and global grantee partners from multiple cultural settings etc
- Strong initiative and commitment to meeting agreed goals and objectives

Our Offer

We work at the forefront of sustainable development and offer an environment in which entrepreneurial thinking, innovation, autonomy and team spirit is highly valued.

Located in central Basel, our staff can avail of state-of-the-art facilities and flexible working arrangements.

Application and Selection Process

The preselection of suitable candidates will be carried out by cinfo; [www.cinfo.ch](http://www.cinfo.ch)

Interested and qualified candidates should submit their application online by 21 March 2018.

[Online application](http://www.cinfo.ch)

Candidates should have a valid work permit for Switzerland.

For further questions please contact: recruitment@cinfo.ch or +41 32 365 80 02