



---

<sup>b</sup>  
**UNIVERSITÄT  
BERN**

## Quality Manager

**80-100%**

The Department of Clinical Research (DCR) is an academic center and umbrella organization supporting clinical researchers at the University of Bern and the University Hospitals, consisting of a strong Research Unit, the CTU Bern, the Clinical Investigation Unit (CIU) and new future subunits, a Medical Data Science Unit and a Gender Medicine Unit.

DCR is a diverse department that provides a central organization for expertise, innovation, leadership, contemporary pedagogy, and centralized facilities to support clinical researchers. The DCR provides clinical researchers with comprehensive support from study design through to implementation. The DCR works in multiple collaborations with the Faculty of Medicine and University Hospitals.

The CTU Bern and Clinical Investigations Unit (CIU) are ISO 9001:2025 certified, demonstrating our commitment to maintaining the highest standards of quality and compliance.

We are looking for a dedicated Quality Manager to join our team starting on September 1st, 2024 or by agreement.

### **Duties and responsibilities**

- Coordinate the activities of the Quality Management Team and act as the primary liaison with internal and external stakeholders. This role offers the opportunity for management responsibilities.
- As a member of the Quality Management Team, you work collaboratively with the team members to maintain and further develop the existing ISO 9001:2015 certified Quality Management System, including developing and managing key policies and quality documents, CAPA management, risk management, error management, change management, performing internal audits, vendor qualification and staff training on internal quality standards and regulatory requirements.
- Assist in the preparation for, and act as the primary contact for maintaining ISO certification at the CTU and CIU.
- Act as the main point of contact and coordinate the preparation and facilitation of external audits and regulatory inspections.
- Implement and enforce quality policies and processes.
- Primary contact for QMS support at University Hospital Bern (Inselspital).



---

<sup>b</sup>  
**UNIVERSITÄT  
BERN**

**Requirements:**

- A University degree (or equivalent) in natural sciences or a related field
- Experience in quality management in clinical research
- Sound knowledge of clinical research and relevant regulations (Human Research Act, GCP guidelines, Federal Act on Data Protection)
- Attention to detail and proficiency in documentation and record keeping
- Ability to coordinate various aspects within a project
- Fluent communication skills in German and English (written and verbal)

**We offer**

- a challenging, versatile job in an exciting field of work in an international, dynamic environment with a motivated team
- a work-life balance through flexible working hours.
- further training opportunities and programs within the university and a wide range of sports activities at 'Uni Sport'
- salary and comprehensive 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 August 15th, 2024 at the latest.

For further information, please contact Dr. Ueli Reber, Director CTU operations a.i. & Head of Business Operations, (Tel. +41 31 684 68 31, Email: ueli.reber3@unibe.ch).