



Fondazione  
per l'Istituto  
di ricerca in  
biomedicina



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Svizzera

## **GRANT OFFICER POSITION AT THE INSTITUTE FOR RESEARCH IN BIOMEDICINE AND INSTITUTE OF ONCOLOGY RESEARCH, IN BELLINZONA, SWITZERLAND**

The Institute for Research in Biomedicine (IRB, [www.irb.usi.ch](http://www.irb.usi.ch)) and the Institute of Oncology Research (IOR, [www.ior.usi.ch](http://www.ior.usi.ch)), are seeking a Grant Officer to help support their research activities. The candidate is an individual with broad scientific interests and a background in either cancer biology, immunology, cell biology, microbiology or computational sciences. She/he will have excellent communication skills and the ability to work in a dynamic team. Other requirements include:

- PhD degree in life sciences with at least 3 years (desirable) of research experience (expertise in cancer biology desirable).
- An energetic and proactive approach and the ability to work both independently and in team with the Head of the grant's office.
- A flexible approach to work with good organization and time management skills, and the ability to set priorities and meet deadlines.
- Strong English writing, editing, and proofreading skills.
- Strong report writing skills and proficiency in at least one Swiss national language in addition to English.
- Excellent computing skills (word processing and PC based spreadsheets).
- Previous experience with grants writing, grants management, and awareness of grants compliance requirements (desirable).
- Willingness to travel, occasionally, within or outside Switzerland.

Tasks and responsibilities include:

- As active member of the IRB and IOR teams, work with the principal investigators at the institutes to develop and implement annual grant application plans.
- Support at all steps: identification of funding sources, preparation and submission of grant applications, grants management and reporting, grants closures.
- Implement grants compliance requirements (including reports and audits); work closely with the IRB and IOR administrative offices to ensure that all financial reports are submitted on time and with prescribed formats.
- Actively search for funding opportunities, assume key grant contact role if required, maintain and coordinate the communication with funding agencies.
- Assist principal investigators with preparation and editing of proposals (responsible for final review and submission of completed proposals).



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- Maintain the grants management system, ensure proper implementation of procedures and regulations, as well as documenting and archiving, and regular updating of all related documents and policies (e.g. CVs of investigators and authorizations); maintain and update the Grant File.

IRB and IOR are non-profit research institutes located in Bellinzona, Switzerland, and affiliated with the Università della Svizzera italiana. Both Institutes are currently supported by grants from the European Union, the Swiss National Science Foundation, the Bill & Melinda Gates Foundation, the National Institutes of Health, and other agencies and foundations (overall about 8 million CHF/year for IRB and 6.5 million CHF/year for IOR).

The full-time position will be 50% at IRB and 50% at IOR. Remote working may be possible for a portion of the time. Exciting work environment and a competitive salary are offered for this position of strategic importance to the growth of the institutes.

Application deadline: November 1, 2020.

Earliest start: January 1, 2021.

Send CV with letter of motivation along with copies of educational and work certificates by e-mail ([applications.jobs@irb.usi.ch](mailto:applications.jobs@irb.usi.ch)) to the attention of Dr. Davide Robbiani (Director of IRB) and Dr. Carlo Catapano (Director of IOR).