

The International Space Science Institute ISSI in Bern, Switzerland invites applications for the staff position of

Science Program Manager and Researcher (full-time staff position under Swiss law)

starting August 1st, 2021.

We offer a full-time position of unlimited duration in a small team serving a large international community. The salary will be commensurate to qualifications and experience. Employment conditions are like at the nearby University of Bern.

The **duties** of the Science Program Manager (SPM) include all activities in the Institute's Science Program, which covers the Space and Earth Sciences.

The Science Program Manager will ensure liaison with the scientific community in all scientific aspects related to their involvement in ISSI activities. She/he will

- assist in the organization of workshops, working groups, forums, and ISSI International Teams.
- prepare the annual calls for applications for International Teams.
- evaluate applications for International Teams to assess their support requests and compatibility with the Institute's goals and resources.
- manage the scientific peer review of International Team applications and results.
- liaise with the team leaders in all matters related to the activities at ISSI.
- oversee the program supporting the participation of young scientists in ISSI activities.
- support the ISSI Scientific Committee as its secretary.

The Science Program Manager will support the ISSI Directorate in

- maintaining relations with scientific organizations, such as the Secretariat for Education, Research, and Innovation (SERI), the European Space Agency (ESA), the Swiss Academy of Sciences (SCNAT), and support the preparation of funding proposals or contracts with these organizations.
- the monitoring of progress and development of contracts with these organizations.
- the regular reporting to these organizations and their committees, if requested.
- the continued monitoring of the conduct of ISSI's scientific activities and the participation of the scientific community in those activities.
- the formulation of the future scientific perspectives of the Institute's program.
- the preparation of a periodic assessment of the Institute's performance.
- the communication of ISSI results and activities to the general public.

The Science Program Manager will conduct her or his own research and should

- apply for own research funding.

- publish the results in the peer reviewed literature.
- actively keep an international research profile.

QUALIFICATIONS:

Applicants for this position must have a doctorate in Astronomy, Planetary, Earth or related Sciences.

Applicants should have excellent interpersonal skills and be able to work effectively in a diverse team and with senior management in the Institute's directorate. A demonstrated ability to collaborate with the international scientific community is an essential requirement. A management background and willingness to expand it is essential along with a good experience in communication and a proactive attitude to solve problems.

The working language of the ISSI is English. A good knowledge of German or French or Italian will be an advantage.

Interested scientists should submit their applications - a letter of motivation and curriculum vitae in one single pdf file - to silvia.wenger@issibern.ch, at their earliest convenience but no later than **May 29, 2021**.

Further information about the organization of the International Space Science Institute and its activities can be found at www.issibern.ch.

ISSI is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.