

The International Space Science Institute ISSI is an Institute of advanced studies in the Space Sciences (Astrophysics, Heliophysics, Planetary Sciences and Earth Science), located in Bern, Switzerland ([www.issibern.ch](http://www.issibern.ch)).

ISSI is inviting applications for a permanent staff position of

### **Science Programme Manager**

We are seeking a ***motivated scientist*** to take the role of Science Programme Manager at ISSI as of April 1, 2025, negotiable.

The Science Programme Manager has oversight of the implementation and management of the ISSI Science Programme. Duties include:

- Preparing and disseminating the annual call for applications for International Teams.
- Managing International Teams communications, scheduling, budget and supporting Teams visits.
- Liaising with the Team leaders in all matters related to their activities at ISSI.
- Organizing the Call for Visiting Scientists and liaising with the scientists visiting ISSI.
- Overseeing the program supporting the participation of young scientists in ISSI activities.
- Supporting the Science Committee in the role of Secretary.
- Assisting with the organisation of Workshops, Fora, and Working Groups.
- Coordinating the online ISSI Game Changer Seminar series.

This is a full-time staff position under Swiss law. The position is permanent, and includes also a fraction of independent science time, to be negotiated. The salary is commensurate to qualifications and experience. Employment conditions are similar to those of the nearby University of Bern.

The Science Programme Manager will support the ISSI Directorate in

- Aiding with the preparation of funding proposals or contracts with organisations such as ESA, SERI, SCNAT.
- Supporting the preparation of periodic assessment of the Institute's performance, and related reports.
- Monitoring ISSI's scientific activities and the participation of the scientific community in those activities, including statistical analysis.
- The communication of ISSI results and activities to the scientific community and the general public.
- Supporting the Executive Director in the organisation of the ISSI Science Committee.

The Science Programme Manager will be expected to conduct their own research, and,

- Apply for their own research funding.
- Publish the results in the peer reviewed literature.
- Maintain an international research profile.

#### **QUALIFICATIONS:**

Applicants for this position must have a doctorate in either Astronomy and Astrophysics, Planetary, Heliophysics or Earth Sciences.

Applicants should have excellent interpersonal skills and be able to work effectively in a small but diverse team and with senior management in the Institute's Directorate. A demonstrated ability to interact with the international scientific community, together with excellent communication skills are essential requirements. Programme management knowledge and experience would be an asset for the success of this position, and a proactive attitude to solve problems.

The working language of ISSI is English. A good knowledge of German is an additional asset.

Interested scientists should submit their applications, including a cover letter and curriculum vitae in one single pdf file through the online submission form at <https://www.issibern.ch/who-we-are/staff/job-opportunities/> no later than **January 30, 2025**. Further information may be found at <http://www.issibern.ch> and by contacting Dominique Fuchs ([dominique.fuchs@issibern.ch](mailto:dominique.fuchs@issibern.ch)).

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