SWISS POLAR INSTITUTE

The Swiss Polar Institute develops dedicated support initiatives and programmes in Swiss polar and high-altitude research. Activities range from projects and logistics funding, the organisation of scientific programmes and expeditions, to the organisation of health and safety courses or the collaboration with schools and cultural actors. The Swiss Polar Institute is a private foundation supported by the Swiss Confederation.

In 2022, the Swiss Polar Institute will launch two large multi-annual Flagship programmes supporting science in polar and high-altitude regions. In this context, the Swiss Polar Institute is looking to complete its small and dynamic team and to recruit a

Programme and data manager 80%

Location: Lausanne until June 2022 then Sion (partial tele-working possible)
Entry date: 1 April 2022 or upon agreement
Duration: 3-year contract with the possibility of extension

The successful applicant will be part of a small team within the SPI which will facilitate the implementation of the two multi-annual and multi-disciplinary Flagship Initiative programmes. This work will include assistance with planning and logistics of field campaigns, programme coordination, assistance with data management plans and data science collaborations as well as outreach (e.g. maintenance of programme websites, organisation of public outreach events, etc.).

Your profile:
- Experience in large scale scientific research projects (participation or organisation)
- Experience of science projects in polar or high-altitude regions (logistics, coordination, safety)
- Background in natural or social sciences
- Dynamic and proactive, excellent organisational skills and capable of working autonomously while ensuring successful teamwork
- Positive and flexible mindset with good communication skills
- Good problem-solving skills and attention to detail
- Microsoft Office software (sharepoint, excel, word, powerpoint, outlook etc.)
- Fluent in English and French/German, knowledge of German/French a plus

Additional desirable skills towards data management:
- Awareness and appreciation of open science and reproducibility, including the FAIR and CARE principles
- Experience of working with the research data lifecycle and / or data curation
- Good understanding of metadata schemas and controlled vocabularies used in environmental sciences
- Comfortable working with a wide variety of data types and disciplines
- Familiar with developing and using code (ideally with version control, e.g. Git)

What we offer:
- Working in a small team committed to making a difference and supporting cutting-edge science
- The possibility to make the difference and contribute to a growing institution with great team spirit

- A competitive salary package, pension fund scheme, flexible working schedule, contribution towards public transport and home office.
- New offices in Sion from June 2022 within a vibrant science campus in the middle of rich outdoors opportunities

Should you be interested and match the profile, we very much look forward to hearing from you by 21 February 2022. Please send your full application (motivation letter, CV, diplomas) to secretariat@swisspolar.ch . Only complete application files will be considered.
17.01.2022