



Lifting the curtain on jobs behind the scenes

Dr. Fanny Georgi

Scientific Officer
Swiss National Science Foundation

Ethics statement

This session is intended to benefit you!

- So please ask questions at any time by raising your digital hand.
- Feel free to ask anything.
- Please otherwise mute yourselves.

This session is neither a lecture nor an interview!

- So please get yourselves a coffee and get comfortable.
- Please keep your camera turned on.

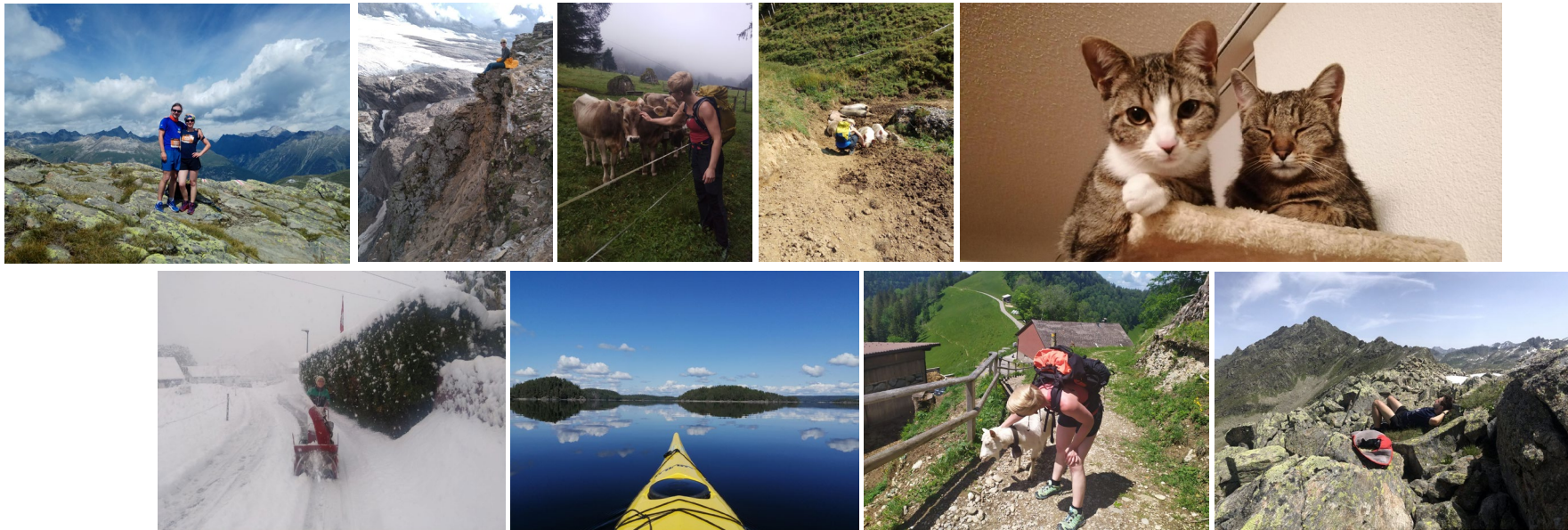
This session is intended as safe space!

- So please be respectful of others.

I am speaking to you as private individual, not as representative of any institution.

Material

- Dr. Fanny Georgi, 36 years old, from Dresden, Germany
- Live in village in Aargau with partner + 2 cats
- Enjoy cooking without pipetting protocols
- Spend free time outdoors (petting animals)



Material

Who are you?

www.menti.com

Methods

Curricular

Molecular Biotechnology (Drug Development)



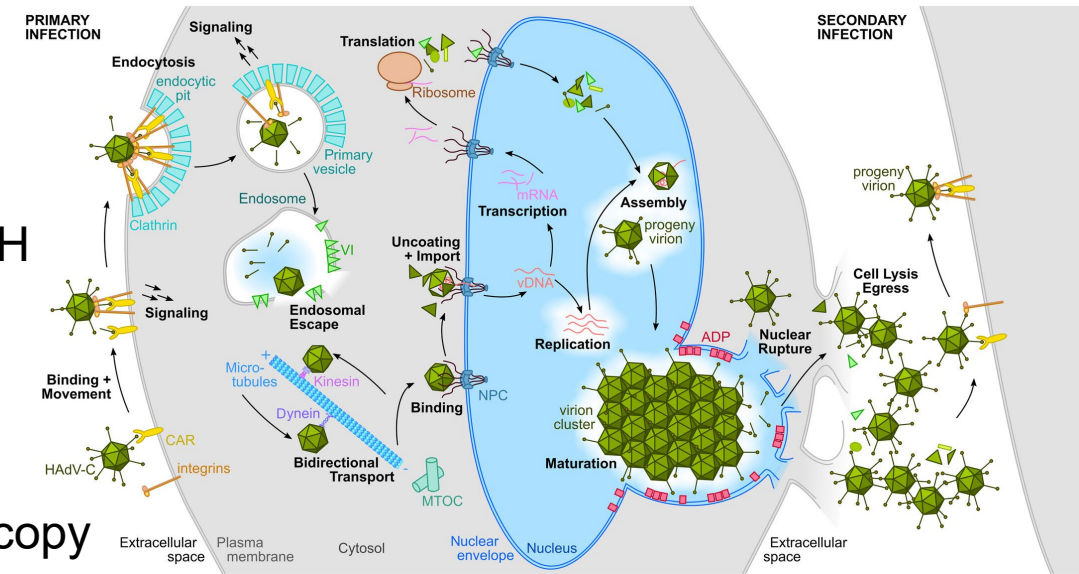
Molecular Virology



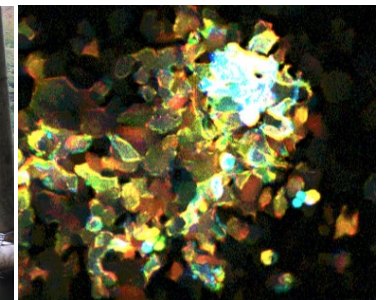
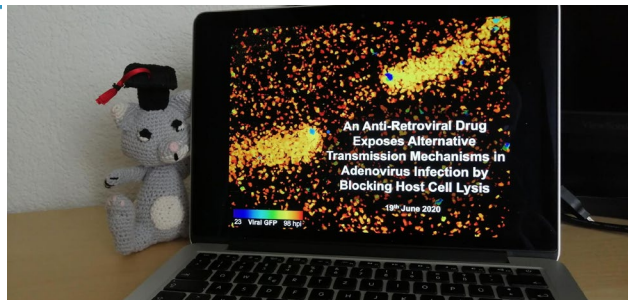
2008 — BSc — 2011 — MSc — 2014 2015 — PhD — PostDoc 2020–2021

Results I

- Urs Greber, Department of Molecular Life Science, UZH
- Microbiology and Immunology PhD Program
- Molecular virology of HAdV + respiratory viruses
- Large data analysis on high-throughput live 3D microscopy
- 5.5 years + 6 months bridging PostDoc
- “An Anti-Retroviral Drug Exposes Alternative Transmission Mechanisms in Adenovirus Infection by Blocking Host Cell Lysis”
- 4 first + 5 authorships



And now???



Methods

Curricular

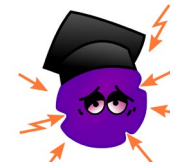


Extra Curricular

Fachschaft
**MOLEKULARE
BIOTECHNOLOGIE**



MoBi
Alumni



Methods

Curricular

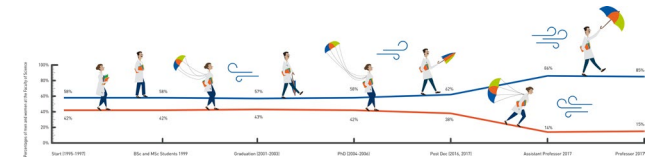


**Hidden skills
+ network**

Results II

Head Faculty and Professorial Affairs, Faculty of Science, UZH

- Permanent, third space position, staff responsibility
- Responsible for the appointment, promotion and habilitation processes
- Requires scientific experience AND transversal skills
- 136 professors + ~50-70 ongoing processes
- Focus on competitive hirings from committee formation to negotiations
- Organizing and advising committee work, legal certainty, equity
- Across science from anthropology to astrophysics
- Significant amount of writing, many meetings (with catering)
- Implementing strategic goals (of others)
- Often politically / personally complex situations
- ... and confidential
- In a fantastic team!
- No CEO gets richer because I am doing my job well



RECRUITING FOR EXCELLENCE

DEAR COLLEAGUES,

What kind of wind have you experienced so far in your career – a helpful tailwind pushing you forwards or a hindering headwind making each step more laborious?

A vast collection of 30 years of empirical research continues to show that women in science are judged more critically than men and are often evaluated as less capable when performing similar or even identical work. This systematic bias against women has important implications for every stage of a woman's scientific education and career. A small sample of these eye-opening studies can be found on the inside of this flyer (pages 4-5). They make the case that women face pervasive unfair treatment, the cumulative effect of which is evident in the numbers of women who become professors, Nobel prize winners, entrepreneurial leaders, and so on.

We also know that ecosystems with greater biodiversity are more productive, resilient, and adaptable. Greater diversity in our Faculty of Science would ensure equitable representation of women in decision-making and improve role modeling for our students (especially, but not only, the women).

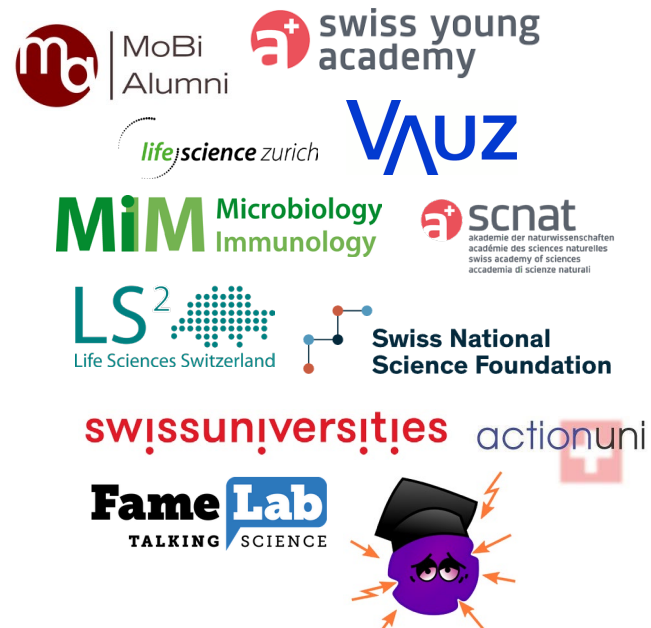
How is the Faculty of Science doing with respect to gender equality? In the decade ending 2018, the percentage of women professors has grown to 17% with the help of the new recruitment procedures in place since 2015 and described in this flyer (see page 6). Also, increasing awareness of the powerful influence of solo status (see page 6) has led to more women invited for talks and job interviews. And the chronic gender pay gap evident in businesses around the world is minimal at the MNF, where men and women's profes-

Methods

Curricular



Extra Curricular



Methods

Curricular



Extra Curricular



University of Zurich^{UZH}



swissuniversities



actionuni



DORA

swissuniversities



Swiss National Science Foundation



Swiss National Science Foundation



Vereinigung des administrativen und technischen Personals der Universität Zürich



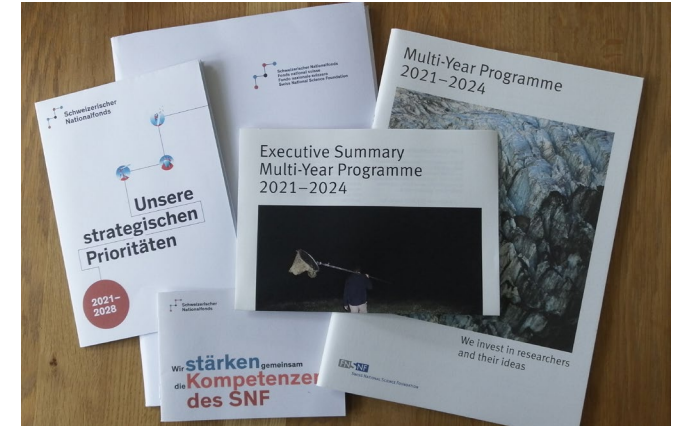
Swiss National Science Foundation



Results III

Scientific Officer Strategy Processes, Swiss National Science Foundation

- Permanent, third space position
- Supporting the long-term strategic development
- Organizing the processes around strategy instruments
- Very complex and political environment
- Diverse stakeholders with vested interest
- Long-term implications for the national research landscape
- Significant amount of thinking, writing, many meetings
- Long-winded processes
- Very interesting insights
- Strictly confidential considerations and decisions
- In another fantastic team!
- No CEO gets richer because I am doing my job well



Conclusion

Jobs behind the curtain – in a funding agency

Administrative offices				
Directorate				
Executive management				
Research funding	Development	Staff	IT	Resources management
Evaluations Grant management International collaboration	Policy Strategy Networks	General secretariat Communication Legal	Data bases Platforms	HR Finances Infrastructure

Decision-making bodies
Foundation Council
Research Council
Evaluation Committees

Conclusion

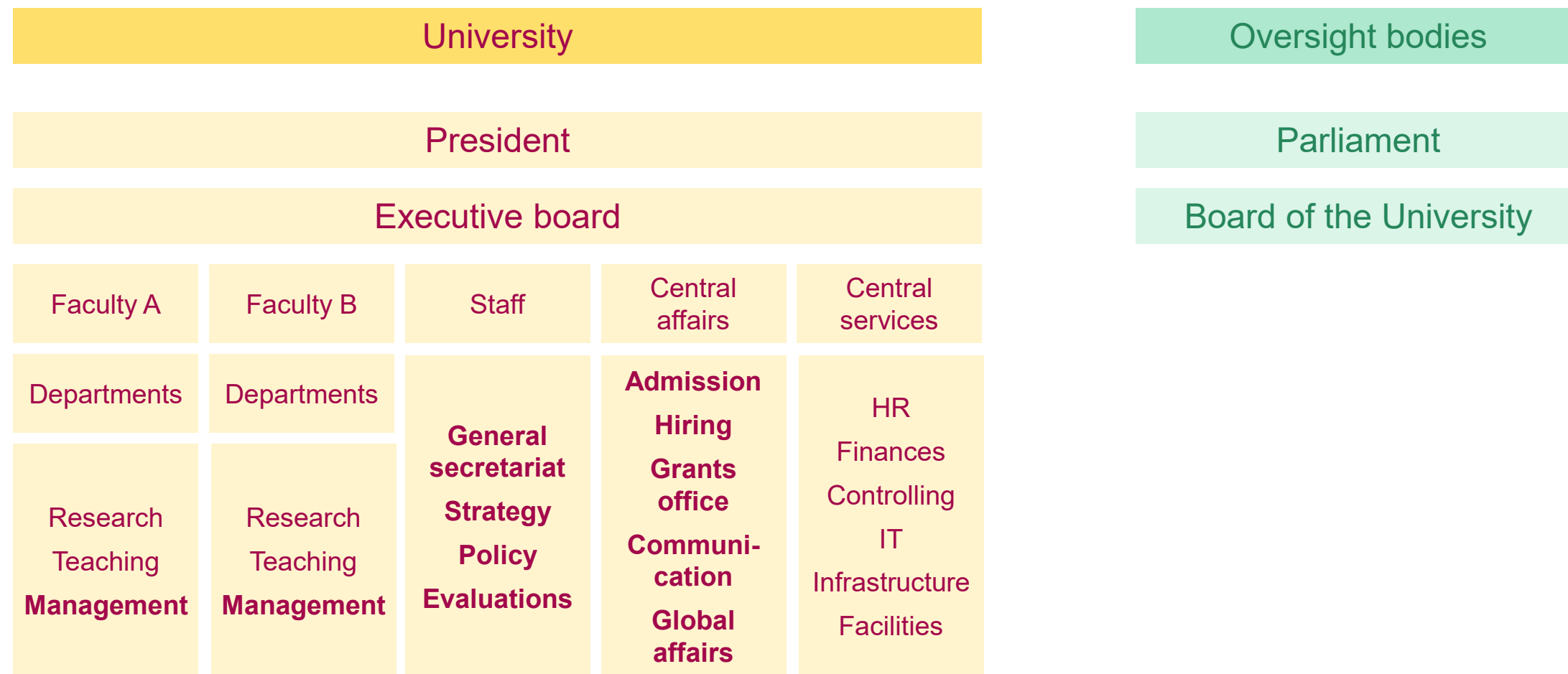
Jobs behind the curtain – in a funding agency

Administrative offices				
Directorate				
Executive management				
Research funding	Development	Staff	IT	Resources management
Evaluations Grant management International collaboration	Policy Strategy Networks	General secretariat Communication Legal	Data bases Platforms	HR Finances Infrastructure

Decision-making bodies
Foundation Council
Research Council
Evaluation Committees

Conclusion

Jobs behind the curtain – in a public university



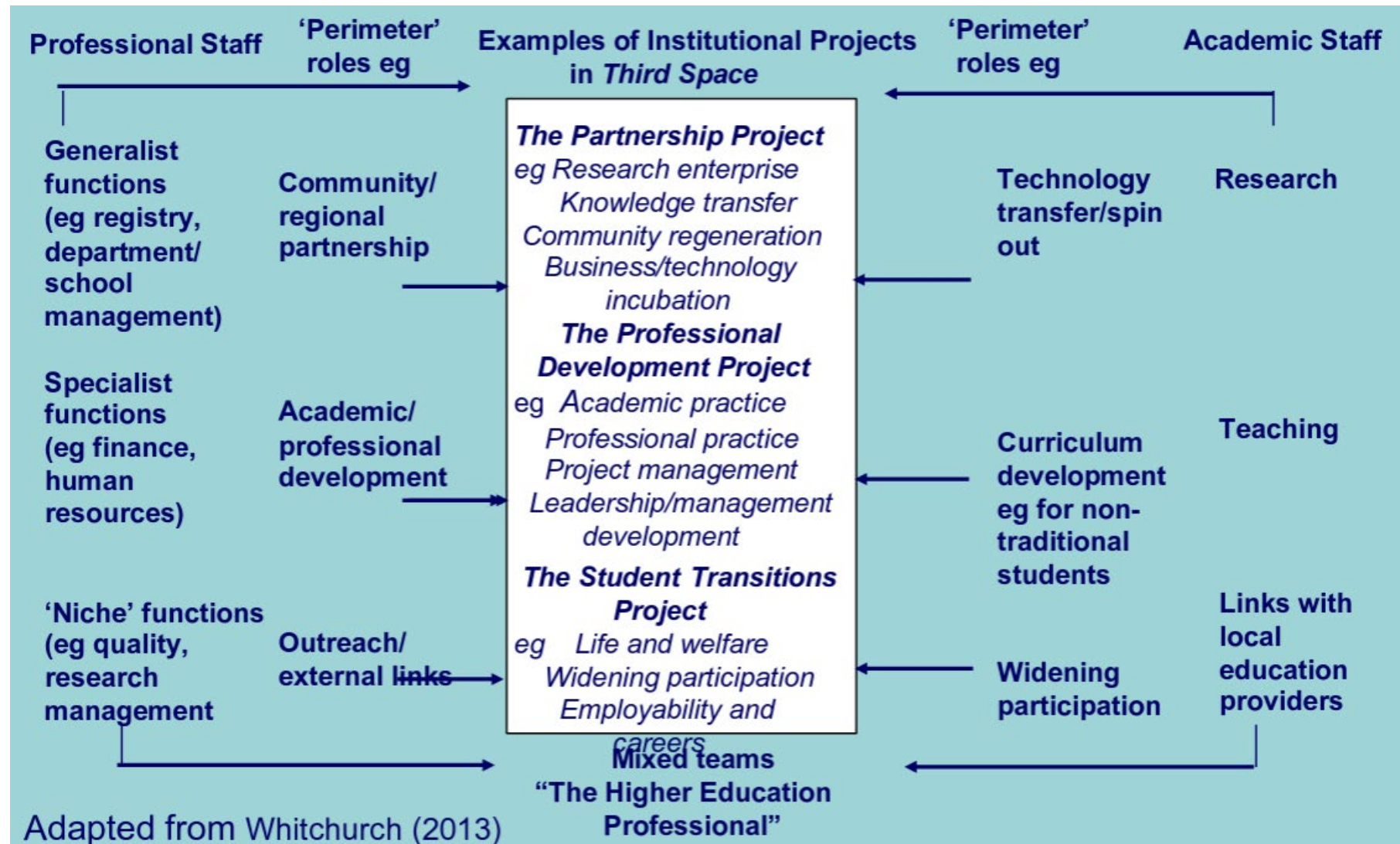
Conclusion

Jobs behind the curtain are

- Neither doing research & teaching nor specialist/licenced administration
→ But contributing to both
- Scientific specialist competences relevant on the job
→ But also / rather meta-level-knowledge & “soft skills”
- Don't come with competence for decision-making
→ But responsible for preparing and implementing them

Conclusion

Fluent in national language(s)



Conclusion

Opportunities

- Essential for function and success of institutions
- Competences from degree relevant (albeit not necessarily scientific competences)
- More stable / long-term positions
- Less geographic mobility required
- Higher flexibility regarding institutions, departments, fields, ...

→ **Super interesting!**

Challenges

- Less visible and credited
- Less appreciated and recognized
- Unclear / less formalistic job requirements
- National / local languages a must
- Less clearly defined job profile (role, competences, responsibilities, ...)
- Lack of dedicated position types / salary classes
- Abundance and lack of training opportunities
- No obvious / uniform career ladder

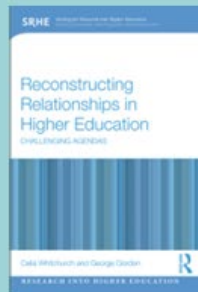
References



AN ESRC & HEFCE
INVESTMENT

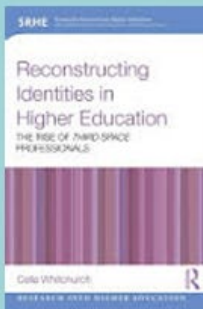
A Delicate Balance: Optimising Individual Aspirations and Institutional Missions in Higher Education

Celia Whitchurch, William Locke, Giulio Marini (March 2019)
Project 3.2 Working Paper 45 <http://www.researchcghe.org>



Reconstructing Relationships in Higher Education: Challenging agendas

Celia Whitchurch and George Gordon (SRHE Routledge 2017)
drawing on Staffing Models and Institutional Flexibility (LFHE Project) and Meeting the Staff Development Needs of the Changing Academic Workforce (HEA Project)



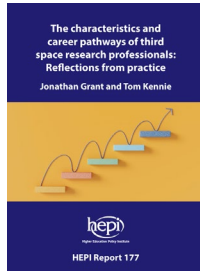
Reconstructing Identities in Higher Education: The Rise of Third Space Professionals

Celia Whitchurch (SRHE Routledge 2013) drawing on
Professional Managers in UK Higher Education: Preparing for Complex Futures (LFHE Project)

References



Slide set from Celia Whitchurch: www.sagw.ch/fileadmin/redaktion_sagw/dokumente/Veranstaltungen/2019/Third_Space/Celia_Whitchurch.pdf



The characteristics and career pathways of third space research professionals: Reflections from practice, Jonathan Grant and Tom Kennie (2024)

Supplementary

Let's brainstorm!

www.menti.com

Supplementary

Let's brainstorm!

Which jobs behind the scenes do you know?

aca engagement coordinato

programme officer

cooking

dean

institute leader

univ interntional deptmnt

policy maker

exam officer

scientific officer

undergrad lab insructor

analysis

Supplementary

policy advisor
lobbyist consultant

science diplomacy advisor

What positions are there?

academic events coordinator
conference organizer

fundraising liaison
partnership manager

patent specialist

international relations coordinator

alumni engagement officer
network(ing) liaison

start-up advisor
incubator manager

institutional evaluations specialist
grant evaluation manager

academic hiring manager
faculty recruiter

animal welfare advisor
safety responsible
facility development consultant

grant proposal writer
grant manager
third-party funding advisor

(clinical) study manager

consortia coordinator
project manager

department / institute /
faculty manager

editor

publication writer
figure / visual designer

admissions manager

study programme coordinator
grad school coordinator
education developer
student coordinator

animal / imaging /
sequencing / NMR / ...
facility manager

outreach officer
science communicator

exhibition designer / guide

science journalist

Supplementary

And where to find them?



Supplementary

How to get the relevant qualifications?

- a) You already have many of them! → Make them explicit in your application
- b) Get additional, formal training! → Courses at your institution (grad schools, etc. often free) or external
→ Training often “fringe benefit” since quite pricy

HSLU Hochschule
Luzern

CAS Educational Management and
Governance Gestalten und leiten im
Bildungskontext



Universität
Zürich ^{UZH}

CAS «Leadership und Governance an
Hochschulen»



MAS Public Management

u^b

UNIVERSITÄT
BERN

Executive Master of Public
Administration, Executive MPA



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Corporate Communications



CAS
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Media Relations**

**Ghostwriting –
Schreiben für den
Auftritt von
anderen**



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SCHOOL OF MANAGEMENT

Fribourg
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INSTITUTIONNELLE**



CAS Strategic Management



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The Head Office provides a diverse and fascinating working environment with a colourful mix of the most varied individuals. We attach great importance to friendly and collegial interaction with each other and we value dialogue and networking.

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5 Stellen gefunden

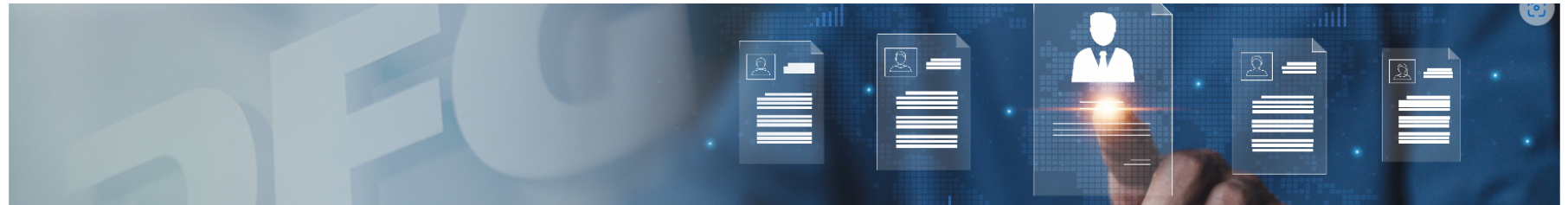
studentische Mitarbeiter*innen in Teilzeit (16-19,5 Wochenstunden) für die statistische Analyse und Qualitätssicherung von Förderdaten

Assistent*in im Internationalen Wissenschaftsmanagement

IT-Business Analyst*in – Anforderungsmanagement in Teilzeit (70 %)

Fachverantwortliche*r CAFM & Infrastruktur-IT

Referendar*innen



Wir suchen zum nächstmöglichen Zeitpunkt Sie als:

Assistent*in im Internationalen Wissenschaftsmanagement

Bonn **Vollzeit/Teilzeit**

Ihre Aufgabe:

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- Unterstützung und z.T. eigenständige Durchführung von definierten Projekten, gemeinsam mit den Kolleg*innen im Asien-Team und in unseren Auslandsbüros in Tokyo und New Delhi sowie in der Repräsentanz in Beijing
- Betreuung ausländischer Delegationen
- Recherchen und Analysen zum aktuellen Geschehen in den Ländern der Region
- professionelle Aufbereitung der Recherche-Ergebnisse in Statistiken und überzeugenden Präsentationen, die z.T. selbst gehalten werden

Ihr Profil:

- abgeschlossenes, idealerweise asienwissenschaftliches Bachelor-Studium
- sehr gute Kenntnisse der englischen Sprache sind erforderlich, Grundkenntnisse in einer asiatischen Sprache wünschenswert
- idealerweise einschlägige Berufserfahrung in einer Organisation in der Wissenschaft und/oder internationalen Zusammenarbeit in einem Land der Zielregion
- interkulturelle Kompetenz, die Sie in die Lage versetzt, souverän mit unterschiedlichen, teilweise hochrangigen Besucher*innen aus unterschiedlichen Kulturkreisen umzugehen

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Early Careers at Wellcome

As part of our Early Careers offering, we offer a Summer Internship programme, an Apprenticeship scheme and both general and specific Graduate development programmes.

Summer internship programme

Our summer internship programme for undergraduates is designed to inspire, encourage and support a new generation.

Apprenticeship programme

Our apprenticeship programme is a great opportunity to take your first step into work and enables you to learn while you earn.

Graduate development programme

Our two-year graduate programme is for recent graduates or Master's graduates to learn new skills by working with teams across Wellcome.

Graduate investments programme

Our graduate investments programme is a great opportunity to learn about financial markets by working with Wellcome's Investments team.

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6 JOBS FOUND

Global Travel Operations Manager

📍 London

🕒 Posted 3 Days Ago

R-002681

Paralegal

📍 London

🕒 Posted 9 Days Ago

R-002634

Head of the International Pandemic Preparedness Secretariat

📍 London

🕒 Posted 9 Days Ago

R-002597

Curator - Interpretation

Head of the International Pandemic Preparedness Secretariat

✕



Apply

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▲

You will be leading the International Pandemic Preparedness Secretariat, driving the development and delivery of the secretariat's workplan to accelerate the implementation of the 100 Days Mission, fostering global health resilience for everyone.

As the Head of International Pandemic Preparedness Secretariat, you will:

- Oversee the delivery of an ambitious workplan by facilitating collaboration between governments, private sector, global health actors, and the WHO to drive progress using multidisciplinary discussions and scientific input from the 100DM Science and Technology Expert Group; Oversee delivery of IPPS's priority workstreams including the establishment of the Therapeutics Development Coalition; Oversee production of independent annual reports and scorecards to monitor progress across the 100DM recommendations, with a focus on commitments from industry and non-government organisations not covered by existing accountability frameworks

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📍 London

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R-002634

Head of the International Pandemic Preparedness Secretariat

📍 London

🕒 Posted 9 Days Ago

R-002597

Curator - Interpretation

📍 London

🕒 Posted 9 Days Ago

R-002596

Production Assistant

📍 London

🕒 Posted 9 Days Ago

R-002675

Internal Communications Manager

📍 London

🕒 Posted 14 Days Ago

📄 R-002361

Internal Communications Manager 

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📍 London

🕒 Posted 14 Days Ago

📄 R-002361

Internal Communications Manager

Salary: £60,200

Closing date: Sunday 8, June 2025

Contract type: Permanent

Interview dates: Wednesday 2, Thursday 3 & Friday 4, July 2025

Wellcome is a global charitable foundation. We improve health for everyone by funding science, leading policy and advocacy campaigns, and building partnerships.

We plan to spend £16bn in the decade to 2032, funding new discoveries in life, health and wellbeing, and taking on three global health challenges: mental health, infectious disease and climate.

These challenges need the bold science we support, but they won't be solved by science alone.

We're looking for an Internal Communications Manager to join our team on a permanent basis.

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BARCELONA

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Electronic office
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Access to bulletin board, grants, subsidies, etc..

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Check your o

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- Human resources
 - Totes
 - Personal Tècnic i de Gestió i d'administració i serveis
 - Personal docent
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- Regulatory provisions
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- Electoral headquarters

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Human resources

Searcher ?
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Status:

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Totes

Publication date

Order:
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Search

8,100 recruitment calls

[Totes RSS](#)

Name	Publication date	Modification date	Status
CONVOCATÒRIA D'UN CONTRACTE D'INVESTIGADOR POSTDOCTORAL EN EL DEPARTAMENT D'HISTÒRIA ECONÒMICA, INSTITUCIONS, POLÍTICA I ECONOMIA, AMB FINANÇAMENT A CÀRREC DEL PROJECTE "PONIENDO FIN A LA VIOLENCIA CONTRA LOS ADOLESCENTES: EVIDENCIA ESPERIMENTAL DE UN NOVEDOSO PROGRAMA DE CRIANZA EN GHANA amb codi CNS2023 -144827. IP DRA. ELISABETTA AURINO - POST13330052025	04-06-2025	04-06-2025	Open



Forskningsadministratör med ekonomikunskap Institutionen onkologi-patologi

Logga in och sök jobbet

Vill du bidra till en bättre hälsa för alla?

På Karolinska Institutet finns det 21 fristående institutioner och ett centralt organiserat gemensamt verksamhetsstöd. På institutionerna bedrivs forskning och utbildning i världsklass. Som stöd för forskare och lärare har varje institution en egen administration.

Den här anställningen ligger på [Institutionen för onkologi och patologi](#) och här blir du en del en grupp engagerade, glada och kompetenta kolleger som kommer att finnas som ditt stöd för att komma in i verksamheten.

Det finns idag ett behov hos vissa forskargrupper inom Institutionen för onkologi och patologi att få ett administrativt stöd utöver det som normalt ingår i uppdraget hos administrationen på institutionen. Administratören är avsedd att ses som en del av forskargruppen, även om anställningen och den fysiska placeringen är förlagd till den administrativa gruppen

Din roll

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Domain

no selection ▾

Location

no selection ▾

Appointment percentage

no selection ▾

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1

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Job offers

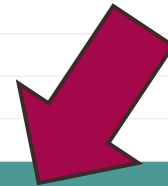
You can combine the "jobtype" with either "research subjects" or "region". Confirm your choice with OK.

Please also note the job offers on the [German Max Planck website](#).

Jobtype

- ☐ Training
- ☐ Civil Engineering & Architecture
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Research subjects



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ELLIS Doctoral Program Coordinator (m/f/d), 50-75%

ORGANISATION & ADMINISTRATION · TÜBINGEN

Computer Science

Job Code: Tue_92

Job Offer from April 22, 2025

The Max Planck Institute for Intelligent Systems is a world leading research institute in artificial intelligence, machine learning, and robotics, located on two campuses in Stuttgart and Tübingen. The Scientific Coordination Office (SCO) provides support services and manages collaborations, graduate education, and outreach & public engagement, fostering groundbreaking research to positively impact the future.

ELLIS ([European Laboratory for Learning and Intelligent Systems](#)) is a European AI network of excellence. It focuses on fundamental science, technical innovation and societal impact, and counts 43 ELLIS sites in 17 countries, 16 ELLIS research programs, and a pan-European PhD program. ELLIS brings together leading scientists engaged in the research fields of machine learning and modern AI. ELLIS is co-funded by the [Tübingen AI Center](#), one of five German national Centers of excellence for research on artificial intelligence.

We are looking to hire an **ELLIS Doctoral Program Coordinator (m/f/d), 50-75%** at the Max Planck Institute for Intelligent Systems in Tübingen

Roles and responsibilities

The coordinator supports the directors and research group leaders in the recruiting of doctoral students, in particular through the doctoral program of the European Laboratory for Learning and Intelligent Systems, as well as support doctoral candidates with completing the program.

Specific tasks include the following:

- Coordinating the recruitment of excellent doctoral researchers including processing of applications and interviews.
- Day-to-day communication with faculty members, doctoral researchers, applicants, reviewers, administration, members of the scientific coordination office and partners



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ELLIS Doctoral Program Coordinator (m/f/d), 50-75%

ORGANISATION & ADMINISTRATION · TÜBINGEN

Computer Science

Job Code: Tue_92

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Specific tasks include the following:

- Coordinating the recruitment of excellent doctoral researchers including processing of applications and interviews.
- Day-to-day communication with faculty members, doctoral researchers, applicants, reviewers, administration, members of the scientific coordination office and partners.
- Point of contact for external partner institutions regarding exchange of doctoral researchers; setting up cooperation agreements, and provide needed support.
- Maintaining and updating the website.
- Supporting doctoral researchers with organizational issues and keeping track of their achievements.
- Promoting scientific networking, by organization of scientific workshops, trainings, retreats and conferences.
- Collecting data, and preparing of reports.

Education and experience

The applicant should have:

- Completed higher education (and ideally a doctoral degree) in a related scientific field.
- Excellent organizational and problem-solving skills.
- Very good command of both English and German.
- The willingness and capability to learn about the research topics of the program.

Professional experience in running structured, international doctoral programs and/or in research administration would be an asset.



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68 jobs |

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Deputy Commercial Trials Manager
 Job id: 115765  Guy's Campus  Professional & Support...  Closing date: 05 June 2025
The King's Health Partners Clinical Trials Office is a collaboration between King's College London, Guy's & St Thomas' NHS Foundation Trust, King's College Hospital NHS Foundation Trust and South London and Maudsley NHS...

Senior Education Manager
 Job id: 115888  Strand Campus  Professional & Support...  Closing date: 05 June 2025
This is an exciting opportunity to play a leading role delivering high-quality education administration within the Faculty of Social Science and Public Policy (SSPP). Home to four inter-disciplinary Schools, Global and...

Senior Education Manager
 Job id: 115247  Strand Campus  Professional & Support...  Closing date: 05 June 2025
This is an exciting opportunity to play a leading role delivering high-quality education administration within the Faculty of Social Science and Public Policy (SSPP). Home to four inter-disciplinary Schools, Global and...

Job category

- ☒ Professional & Support Services (68)
- ☐ Academic & Teaching (20)
- ☐ Research (42)

Faculty/directorate

- ☐ Natural, Mathematical & Engineering Sci (14)
- ☐ Students & Education (6)
- ☐ Faculty of Life Sciences & Medicine (30)
- ☐ Estates & Facilities (4)
- ☐ IT (4)
- ☐ IoPPN (19)
- ☐ Health & Safety Services (1)
- ☐ Research Platforms (3)
- ☐ Estates Trading (5)
- ☐ Research Management & Innovation (6)
- ☐ Strategic Comms & External Relations (1)
- ☐ Brand & Marketing (2)
- ☐ FPSPA (4)
- ☐ Social Science & Public Policy (13)
- ☐ King's Business School (3)



Research Operations Manager

Job id: 116286. **Salary:** £44,355 - £51,735 per annum, including London Weighting Allowance.

Posted: 29 May 2025. **Closing date:** 26 June 2025.

Business unit: Natural, Mathematical & Engineering Sci. **Department:** NMES Faculty Office.

Contact details: Richard Lane. Richard.lane@kcl.ac.uk

Location: Strand Campus. **Category:** Professional & Support Services.

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About us

The Faculty of Natural, Mathematical & Engineering Sciences (NMES) is a vibrant faculty based in the heart of London with a long tradition of world-leading research and teaching in physics, mathematics, chemistry, informatics, engineering and natural sciences.

This role presents an exciting opportunity to be part of the research operations team that manages a wide-ranging research funding portfolio across our five departments.

Reporting to the Senior Research Operations Manager in the NMES Faculty Office at the Strand Campus, this is an integral role focused on developing and widening the post-award support that we offer within our research operations function.

About the role

The Research Operations Manager is a key position in the Faculty of Natural, Mathematical & Engineering Sciences (NMES) Faculty Office that plays an important role in the development and implementation of post-award processes across the five departments of the Faculty. The successful candidate will be responsible for the oversight of post-award support across NMES and provide guidance and support to both our

Apply now



How we recruit

At King's we seek to recruit and retain skilled and engaged colleagues to deliver the competitive advantage.



Research Operations Manager

About the role

The Research Operations Manager is a key position in the Faculty of Natural, Mathematical & Engineering Sciences (NMES) Faculty Office that plays an important role in the development and implementation of post-award processes across the five departments of the Faculty. The successful candidate will be responsible for the oversight of post-award support across NMES and provide guidance and support to both our academics and the department-based Senior Research Operations Officers and Research Operations Managers.

The post will report to the Faculty's Senior Research Operations Manager.

The Faculty of Natural, Mathematical & Engineering Sciences (NMES) comprises Chemistry, Engineering, Informatics, Mathematics, and Physics – all departments highly rated in research activities and a wide-ranging portfolio of education programmes.

Celebrating diversity and supporting staff is important to us and we offer a range of provision including flexible working, caring support (including a Parenting and Carers Fund and the Carer's Career Development Fund), training, and a variety of diversity and inclusion networks. Staff can apply for flexible working to help them balance the demands of their professional and personal commitments and we offer comprehensive leave policies for parental, adoption, surrogacy, dependant, and shared leave.

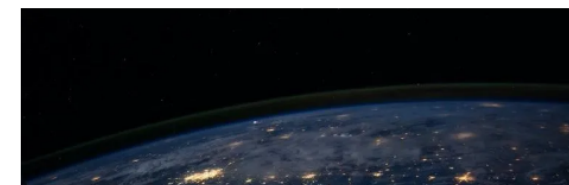
The university is making investment in NMES and both student and staff numbers are growing. Our staff come from over 45 countries and 56% of our students are from outside the UK. Principally located on the Strand Campus in the heart of central London.

This is a full time (35 hours per week) post and you will be offered an indefinite contract.



King's benefits

Our pay and benefits package attracts the best candidates from around the world.



Outlook



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Students | Staff | Alumni

About you

To be successful in this role, we are looking for candidates to have the following skills and experience:

Essential criteria

1. Excellent written, oral and interpersonal communication skills, with the ability to communicate clearly and appropriately with staff at all levels, within and outside the organisation.
2. Experience of supporting research activity within the Higher Education sector and a strong understanding of the research funding landscape.
3. Highly numerate and analytical with proven experience of dealing with budgetary and financial processes, ideally relating to research funding.
4. Excellent organisational and time management skills, with the ability to prioritise effectively and delegate tasks appropriately and work to tight deadlines.
5. Experience of producing detailed reports using complex data from a wide range of sources.
6. Ability to work independently and as part of a team.
7. Excellent IT skills, including experience of using and manipulating databases and other electronic resources.
8. Ability to provide management information to a high level of detail and accuracy

Desirable criteria

1. Educated to first degree level or equivalent.
2. Strong commitment to equality and diversity in the workplace through inclusive management practices
3. Experience of supporting Post-Award activity in a Higher Education Institution

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Job networks have been established to promote greater career opportunities for staff members. Each network is a flexible grouping of job families with common, related and interrelated fields of work and functions. Job families in turn are occupations and sub-occupations grouped into a common field of work. As part of a network, United Nations employees can access multidisciplinary opportunities for developing new skills, and gain exposure to the different parts of the Organization.

Select one of the nine Job Networks to explore relevant jobs.

**Economic, Social
and Development**



**Information and
Telecommunication
Technology**



**Internal Security and
Safety**



Legal



**Logistics,
Transportation and
Supply Chain**



**Management and
Administration**



**Political, Peace and
Humanitarian**



**Public Information
and Conference
Management**



Science





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Job Network

☐ Logistics, Transportation and Supply Chain
 ☐ Management and Administration
 ☐ Political, Peace and Humanitarian
 ☒ Public Information and Conference Management
 ☐ Science

Job Family

☐ Protocol
 ☒ Public Information
 ☐ Language
 ☒ Conference Services
 ☒ Documentation and Information Management
 ☒ Data Analytics and Management

Category

☐ Professional and Higher Categories
 ☐ Field Service
 ☐ General Service and Related Categories
 ☐ National Professional Officers
 ☐ Internship
 ☐ Consultants

Level

☐ ASG
 ☐ D-1
 ☐ D-2

Job Openings

(31 Jobs found)

Search Criteria: [Published Descending](#) Records per Page: [10](#)

Consultant - Communication Strategy

Job ID : 259274

Job Network : Public Information and Conference Management
 Job Family : Public Information
 Category and Level : Consultants, CON
 Duty Station : NEW DELHI
 Department/Office : Economic and Social Commission for Asia and the Pacific
 Date Posted : Jun 5, 2025
 Deadline : Jun 14, 2025

[View Job Description](#)

DOCUMENTS MANAGEMENT ASSISTANT (TJO)

Job ID : 259236

Job Network : Public Information and Conference Management
 Job Family : Conference Services
 Category and Level : General Service and Related Categories, G-4
 Duty Station : GENEVA
 Department/Office : Office of the High Commissioner for Human Rights
 Date Posted : Jun 5, 2025
 Deadline : Jun 11, 2025

[View Job Description](#)

MIP Research and Communication Intern

Job ID : 259366

Job Network : Public Information and Conference Management
 Job Family : Public Information
 Category and Level : Internship, I-1
 Duty Station : THE HAGUE
 Department/Office : International Residual Mechanism for Criminal Tribunals
 Date Posted : Jun 5, 2025
 Deadline : Jun 16, 2025

[View Job Description](#)

Content Developer and Coordinator

Job ID : 258522

Job Network : Public Information and Conference Management
 Job Family : Public Information

Boston and New York

Startup Manager, New York

Job Information

Startup Manager | Swissnex in Boston and New York

Term-Limited Contract

Location: New York, NY

Starting date: August 1, 2025

Duration: 9 months

Status: Full-time (40 hrs/week)

Application Deadline: June 8, 2025

About Swissnex

Swissnex in Boston and New York (www.swissnex.org/boston) creates opportunities for researchers, entrepreneurs, artists, designers, and other future-makers to expand their reach and make meaningful, collaborative connections with the top innovators in Switzerland and North

China

Junior Project Manager – Innovation / Academia & Arts (Academic Internship)

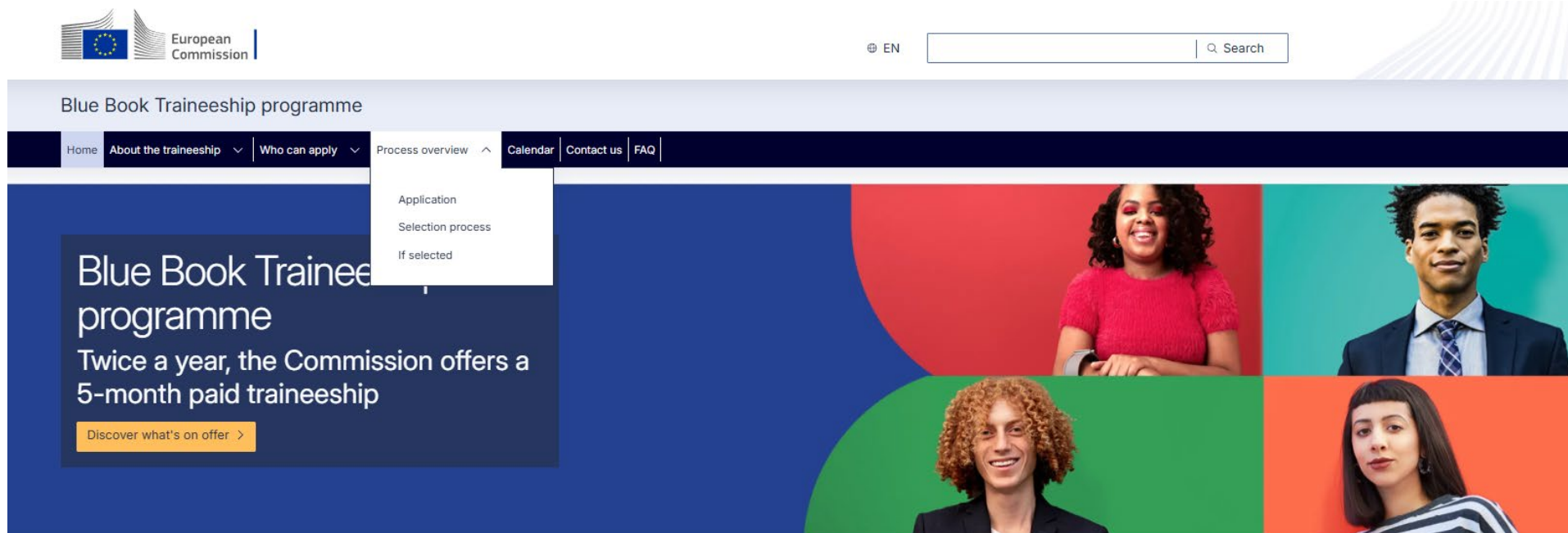
Start September 1, 2025, or upon agreement / 12 months

Workload: Full-time, 40 hours / week

Location: Shanghai

Swissnex in China is Switzerland's Science Consulate in China. We advance Swiss-Chinese collaboration in education, research, and innovation by leveraging relevant contacts, scouting content, and providing context. Our activities provide Sino-Swiss ERI collaboration with a stronger and more sustainable contextual foundation. We tackle the key issues of tomorrow by connecting people, building competencies, and inspiring global collaboration at the frontline of international science diplomacy. Swissnex is an initiative of

Outlook



What is the Blue Book Traineeship programme?

The Blue Book Traineeship programme is a five-month paid internship offered by the European Commission, providing graduates from around the world with hands-on experience in EU policymaking and administration.

Trainees work in a multicultural environment, develop professional skills, and gain insights into the operations of EU institutions.



Discussion

Let's lift the curtain ...

- There's a 99.5% probability that you won't land a professorship with a STEM PhD
- But there is a plethora of other great jobs in and beyond academia
- You just have to find them
- If you haven't found your perfect job match yet – it might not exist yet

- Outside of academia / R&D, you won't be hired mainly because of your curriculum or papers
- You won't be asked for your grades ever again

Discussion

... and get on stage!

Get exposed:

- Be open to new experiences, extend your skill set, find out drives you
- Focus on skills AI can't replace (yet)
- If you want to stay in your current foreign, learn the local language(s)

Get visible:

- Apply for scholarships, prizes, awards, jobs – they are not coming to you
- Build a network of great people (you secretly admire)
- Learn about their career path and job titles
- Share where you want to get so others can help you find it
- **Be your authentic self**

A woman with short blonde hair, wearing a dark blue sleeveless dress and black heels, stands on a red carpeted stage. She is pulling a heavy red curtain to the left, revealing a bright red background. The scene is lit with warm, golden light.

**All the best for
your future
endeavours!**

Review



Universität
Zürich ^{UZH}



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Aperçu

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À propos de nous

Avantages

Autres postes similaires

JETZT UNTERSTÜTZEN

DE

mit
zung

UZH Innovation Hub O

Lead Entrepre

Stellenantritt am 1. Septem

Der UZH Innovation Hub ist die ze
verantwortet das UZH Innovation
gesamten Campus. Ziel ist es, das

Das Venture Creation Team entwi
erwerben und ihre Ideen auf die r
Projektförderung (UZH Innovatio

Informationen zum UZH Innovati

Responsable de la division Conseil, réseau et stratégie, membre de la direction

Postes de niveau supérieur au DEFR

Berne | 80-100 %

Ce à quoi vous pouvez contribuer

- Diriger une division d'une vingtaine de personnes; dans le cadre des directives du conseil d'administration et du conseil d'innovation, assumer la responsabilité de la conduite matérielle et du développement stratégique des instruments et mesures d'encouragement nationaux et internationaux, dans les domaines du coaching, du mentoring, de la formation et de la mise en réseau. Vous coordonnez les activités de plus de 270 coaches et mentors qui conseillent les entreprises encouragées
- En tant que membre de la direction, participer activement au développement stratégique d'Innosuisse
- Assumer la responsabilité du contrôle de l'efficacité et chapeauter l'organisation de spécialistes, composée d'environ 300 personnes, notamment des experts et des membres du conseil d'innovation appartenant au système de milice, et intégrer les membres du système de milice dans le développement stratégique des instruments d'encouragement, en tenant compte des besoins actuels et futurs du marché et de la clientèle

Out

80%, Zürich, Unterst

- Diriger la division Encc dans le cadre des direc la conduite et du déve prioritaires nationaux initiative Flagship, proj
- En tant que membre d
- Avec votre équipe, veil efficaces en amélioran et à l'utilisation systém

Diesen Beitrag können Sie leisten

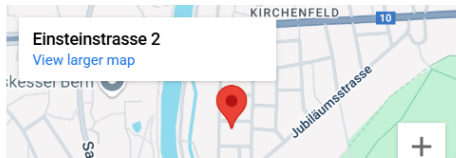
- Führen eines Teams von 4 Personen im Ressort Internationale Programme Forschung und Innovation in organisatorischer, personeller und fachlicher Hinsicht
- Strategische Verantwortung und operative Vorbereitung sowie Umsetzung von neuen bi- und multilateralen Programmen im Bereich Forschung und Innovation

Entrée en fonction : 01.01.2026

Type d'emploi : de durée indéterminée

N° de référence : JRQ\$540-14965

Lieu de travail : Einsteinstrasse 2, 3005 Bern



reichen

Ähnliche Stellen

Forschung und

Eintrittsdatum: 01.06.2025

Anstellungsart: befristet

31.12.2031

Referenz-Nr.: JRQ\$540-14943

