Job posting

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<th>Type of position</th>
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<td>☑ graduates</td>
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Title
BIH-59.23 - Scientific Writer w. Project Manager Function in Genomics of Early Cancer Development (f/m/d)

Institution
The mission of the Berlin Institute of Health at Charité (BIH) is medical translation: transferring biomedical research findings into novel approaches to personalized prediction, prevention, diagnostics and therapies and, conversely, using clinical observations to develop new research ideas. The aim is to deliver relevant medical benefits to patients and the population at large. The BIH was founded in 2013 and is funded 90 percent by the Federal Ministry of Education and Research (BMBF) and 10 percent by the State of Berlin. Since 2021 the BIH has been integrated into Charité as its so-called third pillar.

From now until 31.12.2024 (and with an option to extend) the BIH is looking for a

Scientific Writer w. Project Manager Function in Genomics of Early Cancer Development (f/m/d)

Position
We are looking for a motivated scientific writer with a keen interest in cancer research and a background in life sciences for the Kübler Lab (https://kueblerlab.org/). The Kübler Lab is an enthusiastic team dedicated to investigating early cancer development and prevention using a combination of experimental and bioinformatic approaches. As part of our collaborative and stimulating research environment, you will have the opportunity to work alongside international scientists with diverse backgrounds. Located both in the recently renovated research unit at the Benjamin Franklin Campus of the Charité and the newly inaugurated Rahel Hirsch Center for Translational Medicine in Berlin-Mitte, the Kübler Lab provides an excellent setting for professional growth and development. The successful candidate is expected to independently perform scientific writing responsibilities while also entailing part-time project management duties within a project focused on elucidating early tumorigenesis.
**Responsibilities**  Responsibilities of the scientific writer will include:

- Prepare original scientific research manuscripts and scientific reviews in the field of cancer biology
- Identify funding opportunities and provide support in grant writing, including proposal development, budget creation, and project reporting
- Assist in creating data figures
- Engage in project management tasks such as ensuring efficient team coordination, supporting the recruitment of new personnel, managing ethics approval applications, budget control, electronic project applications, etc.
- Prepare for and participate in scientific meetings with local, national, and international partners, and follow up on the outcomes
- Update the lab website and manage communication through social networking platforms (e.g., Twitter)

**Requirements**  Please submit your CV, cover letter, and a writing sample demonstrating your scientific writing abilities.

Key qualifications for this position include:

- Advanced scientific degree (PhD) in life sciences and at least 3 years of experience in professional scientific writing; certifications in scientific writing courses are advantageous
- Educational background in cancer biology and/or genomics is a plus
- Excellent writing skills, including a strong command of the English language, grammar, and syntax, and significant experience in writing/editing original research manuscripts
- Knowledge and experience in grant writing and research proposal development, including budget creation, project reporting, budget control, etc.
- Detail-oriented, demonstrating a strong commitment to accuracy, reliability, and scientific integrity
- Excellent organizational and management abilities, with the capacity to handle multiple tasks simultaneously
- Ability to work both independently and collaboratively within a team, with effective collaboration and communication skills
- Solid research experience enabling understanding of experimental design and scientific literature, interpreting data, and contextualizing research
- Experience in statistical data analysis and evaluation of statistical results
- Proficiency in computer usage, Microsoft Office, editing software, and conducting online literature research in relevant fields
- High level of proficiency in written and oral German (B1/2) and fluent in English (C1/C2) or a native English speaker
Application procedure (deadline etc.)

We often:
• A collaborative research environment that encourages and supports scientific curiosity, innovation, and development of its team members
• Remuneration according to E13 TVöD VKA. The grouping takes into consideration the qualifications and the personal circumstances of the candidate
• Full-time position (39 hours per week), part-time (50-75%) is also possible
• 30 vacation days per year (with a five-day week) and up to 24 flextime days per year
• Additional benefits customary in the public sector (e.g. annual bonus, VBL)
• Family-friendly, flexible working hours and mobile working option for better work-life balance

For more information on BIH, visit www.bihealth.org.

We live diversity!

BIH strongly encourages qualified women to apply. Applications from people with an immigrant background who meet the hiring requirements are expressly encouraged. Severely disabled applicants and those with equal status will be given preferential consideration in cases of equal suitability.

Please submit your application via the BIH Career portal https://jobs.bihealth.org by 26.07.2023, quoting the reference number BIH-59.23 We are looking forward to hear from you!

Please note: If you have a foreign university degree, we would like to draw your attention to the fact that you may need to obtain a certificate from the ZAB. You can find more information at: https://www.kmk.org/zab/zentralstelle-fuer-auslaendisches-bildungswesen.html

Recruitment requirement for those born after 1970 is proof of measles immunity / measles vaccination.

Please contact kirsten.kuebler@bih-charite.de if you have any questions about this position.

Contact

You can find more information about BIH at www.bihealth.org/en/