Higher Executive Officer / Senior Executive Officer

About the position

Centre for Molecular Medicine Norway (NCMM) has one position available as Higher Executive Officer (SKO 1408) / Senior Executive Officer (SKO 1363), depending on experience and background. The position is permanent and central to the day-to-day running of the Centre.

Organisationally, the hired candidate will be part of the Section for Research Strategy, Communication and International Relations. NCMM has extensive national and international research collaborations, and we are looking for a person who can assist the Centre Director in maintaining and developing this network as the position holder is retiring this summer.

We are seeking a highly motivated individual with an excellent track record that can work both independently and as part of a team. This is a unique opportunity for a person with the right mind set to develop in an international and dynamic environment and the right candidate will have the opportunity to be actively involved in supporting high-level research collaboration.

Work tasks

- Personal Assistant to the Director, and administrative support towards her research group
- Facilitate national and international networking
- Facilitate research visits, PhD defenses, annual national PhD course (practical arrangements) etc.
- Secretary to the NCMM Board
- Coordinate smaller projects or inquiries as needed
- Coordinate travels / conferences / other meetings
- Annual reporting for NCMM to Cristin - the national system for research documentation
- Annual reporting for NCMM to the Research Council of Norway (one of the co-owners of NCMM)
- Contribute to the NCMM annual report (tenders, practical arrangements)
- Other tasks as needed

Qualification requirements

- Relevant university education, with a minimum of a bachelor’s degree. A Master’s degree is desirable. Other qualifications can compensate the requirement for formal education.
- Experience from work in an international environment is an advantage.
- Very good communication skills in English are needed.
- Knowledge of a Scandinavian language is an advantage
- Knowledge of UiO systems such as Basware, ePorte and Cristin is an advantage

Personal skills

We are looking for a person with the following skills:

- Responsible, well-organized and efficient, and that has the necessary flexibility to work in a service-oriented position
- Ability to acquire new knowledge independently, and find solutions to new challenges that surface
- Can handle multiple tasks simultaneously and has the ability to work under pressure
- A very good team player with high integrity
- Self-driven and independent

We offer

- Opportunities for personal development and networking
- An young, dynamic and international work environment
- New challenges every day - not one day is the same!
- Salary NOK 449,300 - 513,600 per annum, depending on qualifications in a position as Higher Executive Officer (SKO1408), and in the range 504,700 - 563,000 per annum by individual assessment, depending on qualifications in a position as Senior Executive Officer (SKO1363).
- Attractive welfare benefits and a generous pension agreement, in addition to Oslo’s family-friendly environment with its rich opportunities for culture and outdoor activities

How to apply

The application must include:

- cover letter statement of motivation
- CV (summarizing education, positions and work experience)
- copies of educational certificates and testimonials
- documentation of english proficiency
- list of reference persons: 2-3 references (name, relation to candidate, e-mail and phone number)

The application with attachments must be delivered in our recruiting system.

**Formal regulations**

Interviews with the best qualified candidates will be arranged.

According to the Norwegian Freedom of Information Act (Offentleglova) information about the applicant may be included in the public applicant list, also in cases where the applicant has requested non-disclosure.

**Contact information**

Inquiries about the positions can be directed to Centre Director Dr. Janna Saarela or to Head of Office Ingrid Kjelsvik

Inquiries about the application can be directed to HR-adviser Nina Modahl

**About the University of Oslo**

The University of Oslo is Norway's oldest and highest ranked educational and research institution, with 28 000 students and 7000 employees. With its broad range of academic disciplines and internationally recognised research communities, UiO is an important contributor to society.

Centre for Molecular Medicine Norway (NCMM) was established in 2008 and is the Norwegian node in the Nordic EMBL Partnership for Molecular Medicine. NCMM is a joint venture between the University of Oslo, Health Region South-East and the Research Council of Norway. The overall objective of NCMM is to conduct cutting edge research in molecular medicine and biotechnology as well as facilitate translation of discoveries in basic medical research into clinical practice. Current research areas and model systems at NCMM include bioinformatics, cell biology, genomics, neurobiology, immunology, genetics, rare diseases, structural biology and chemical biology.

Jobbnorge-ID: 190102, Søknadsfrist: 31. august 2020