

ADMINISTRATIVE MANAGER OF THE GIGA TECHNOLOGY PLATFORMS

Established in 2007 at the University of Liège, **GIGA** is an interdisciplinary research center in biomedical sciences whose mission is advanced medical innovation. The institute encompasses more than 500 members (PI, senior researchers, post-doctoral scientists, thesis students, technicians) with expertise in medical genomics, *in silico* medicine, neuroscience, oncology, infection and immunity, and cardiovascular sciences.

GIGA provides its members access to a broad range of state-of-the-art technologies through core facilities, including the genomics platform (<http://www.giga.uliege.be/>).

GIGA is the only Belgian research center directly integrated within a university hospital, making it a major player in translational research where links between researchers and doctors are at the heart of the research activity.

The GIGA Technology platforms unit is **seeking to hire a chief administrative officer** to ensure the management of the different core facilities (Cell Imaging, Flow Cytometry, Genomics, Immunohistology and Viral Vectors Production). She/He will supervise human resources, finances (including day-to-day finances, price calculation of services and fund raising through grant applications), the implementation of IT tools (core facilities management tool, financial management tool, etc...), the quality insurance aspects (customer audits, SOP validation, etc...). She/He will negotiate collaboration agreements and Non-disclosure agreements (NDA) with the help of the Legal Administration and in collaboration with B2H organization. She/He will help to build public procurement procedure for any new equipment bought on the platforms.

Profile

- A Ph.D. or equivalent in Biological Sciences, Chemistry, Pharmacology or other appropriate scientific discipline with experience in project and team management.
- Proficiency with financial analysis and administrative work is a plus.
- Broad scientific interest and knowledge of imaging technologies, flow cytometry, next generation sequencing is expected.
- Experience with working in the private sector is a plus.
- Good communication skills.
- Excellent spoken and written English and French

We offer

- A full-time position for up to 3 years
- The chance to be part of a dynamic team in an interdisciplinary and international research environment.
- Open-minded and family-friendly working conditions

How to apply?

Please send your resume, your cover letter and contact details of at least two references to rh.giga@ulg.ac.be specifying as subject heading «Administrative manager of the Giga Technology platforms» by November 20th, 2018