

The **nccr – on the move** is the National Center of Competence in Research (NCCR) for migration and mobility studies. It aims to enhance the understanding of contemporary phenomena related to migration and mobility in Switzerland and beyond. Connecting disciplines, the NCCR brings together research from social sciences, economics and law. Managed from the University of Neuchâtel, the network comprises 17 research projects at eleven universities in Switzerland.

To complete the nccr – on the move Network Office, we are searching as of 1 July 2022 or by agreement for a

## **Knowledge Transfer Officer (70-80%)**

As part of a multi-lingual and dedicated team of research coordinators and a vibrant and internationally oriented academic community, you develop and implement varied projects and measures for the exchange of scientific knowledge between NCCR researchers and non-academic stakeholders, and a wider public. You enjoy plenty of scope for your own ideas and creativity and a great deal of freedom in organizing your work.

In this challenging project management and support function, you:

- Conceptualize and organize events for NCCR researchers, policymakers, public administrations, civil society organizations, as well as other institutions and individuals interested in migration and mobility issues, and support the organization of academic events, such as Public Lectures.
- Develop, implement and promote the NCCR knowledge transfer products. For instance, you will identify new and update the existing Migration-Mobility Indicators by coordinating the input from different actors within the NCCR, support researchers to author Policy Briefs, and initiate the production of other forms of stakeholder-oriented content (e.g., videos, podcasts) for the NCCR's website and YouTube channel.
- Promote knowledge transfer products and other communication activities together with the Communication Officer of the NCCR.
- Develop and manage the NCCR's corporate design in internal and external communication tools in cooperation with graphic designers and produce corresponding products (templates, flyers) for the NCCR community.
- Coordinate and update key products of internal communication such as the NCCR Guide and calendar and contribute to NCCR reporting and internal coordination.

You have an academic education (preferably a doctoral degree) in social sciences with up-to-date knowledge of migration/mobility studies and policymaking in Switzerland. Moreover, you are motivated by the prospect of fostering a continuous dialogue between the NCCR researchers and their external stakeholders. Ideally, you have experience in event organization and the communication of scientific content to non-academic audiences in the Swiss context. As a proactive individual with good organizational skills, you relish in a teamwork and service-orientated context, coordinating your own projects.

An excellent written and oral command of English, which is the working language in the NCCR, and of French and/or German is required. The ability to professionally edit scientific texts in one of these three languages is a plus. Proficient use of Microsoft Office (Word, PowerPoint, Excel) and the ability to easily familiarize yourself with new software applications is expected. You are familiar with Adobe InDesign and WordPress or willing to learn how to use them.

We offer flexible working conditions and good social benefits in line with the University of Neuchâtel's standards. The University of Neuchâtel is an Equal Opportunity Employer. This position is limited until the end of May 2026, since the NCCR will cease its activities at this time.

Please send your complete application (CV, motivation letter, diplomas etc.) in English in one pdf file to Gina Fiore Walder, Administrative Assistant, [gina.fiore@unine.ch](mailto:gina.fiore@unine.ch) until 22 April 2022.

For additional information about the position, please contact:

Aldina Camenisch, Administrative Director, [aldina.camenisch@unine.ch](mailto:aldina.camenisch@unine.ch) or

Annique Lombard, current Knowledge Transfer Officer, [annique.lombard@unine.ch](mailto:annique.lombard@unine.ch).