

Job Description

Title: Computer and Information Systems Manager

Position: Permanent (100%)

Posted : 11th February 2021

Location: Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva Switzerland

About the Wyss Center for Bio and Neuroengineering, Geneva, Switzerland

The Wyss Center is an independent, non-profit research and development organization that advances our understanding of the brain to realize therapies and improve lives. The Wyss Center staff, together with the Center's academic, clinical and industrial collaborators, pursue innovations and new approaches in neurobiology, neuroimaging and neurotechnology.

The Wyss Center advances reveal unique insights into the mechanisms underlying the dynamics of the brain and the treatment of disease to accelerate the development of devices and therapies for unmet medical needs. The Center was established by a generous donation from the Swiss entrepreneur and philanthropist Hansjörg Wyss in 2014. Additional resources from funding agencies and other sources help the Wyss Center accelerate its mission.

About the Position

The **Computer and Information Systems Manager** will work both independently and collaboratively with the Wyss Center's leadership team as well as an international team of scientists, clinicians and engineers who are developing advanced neurotechnology for human applications.

This is a newly created position for an IT professional who will be in charge of the Center's information technology strategy and responsible for advancing it, with the goal of taking over administration and support for the development, deployment and management of a new system for data management and analytics. The individual will become the primary day-to-day point of contact for Wyss Center staff. In addition, the position is expected to assist and support Wyss Center staff on a broader set of activities that include cloud computing, data management, and tool development.

The ideal candidate is most likely a high-end junior or low-end senior developer/engineer with significant relevant experience, autonomous & self-motivated, and with the willingness to perform day-to-day tasks such as helping transfer and manage data, administering and upgrading systems, supporting end users, etc. He/she will report directly to the Center's Chief Operating Officer.

Key responsibilities

In his/her position, the Computer and Information Systems Manager will have a broad set of responsibilities which includes:

- Collect Wyss Center's user needs and implement technical solutions to address them;
- Continuously analyze current process, technologies and vendors to identify areas of improvement;
- Test, troubleshoot and modify information systems so that they operate effectively;



- Identify problematic areas and implement strategic solutions in time;
- Audit IT systems and assess their outcomes;
- Maintain a hybrid cloud/on premise big data storage and compute system; develop new features and improvements to the system based on feedback from users;
- Manage Amazon Web Services (AWS) accounts and resources;
- Design and implement policies and procedures;
- Evaluate technology risks in order to develop a network disaster recovery plan and back up procedures;
- Collaborate with external providers;
- Monitor daily operations, including server hardware, software and operating systems;
- Coordinate installations of equipment, upgrades and maintenance;
- Remain up to date with advances in technology and best practices;
- Procure IT equipment such as personal computers, peripherals and audio-visual equipment;
- Oversee the annual IT budget and ensure cost effectiveness;
- Track and maintain hardware and software inventory;
- Troubleshoot in the event of website downtime: Monitor server certificates, building network maintenance and content management system issues to identify problem;
- Ensure security of data, network access and backup systems;
- Deploy security patches to address vulnerabilities ;
- Work in close collaboration with the IT Manager and staff at Fondation Campus Biotech Geneva (FCBG) to administer the on-premise storage and computer systems.

Required competence and experience:

- Bachelor or Master’s degree in information technology, computer science or in a relevant technical field with extensive software development experience
- Microsoft Systems Administration/System Engineer certification will be an asset
- 5 or more years of software development experience
- 3 or more years of experience with AWS
- Experience working in a professional software development environment
- Experience implementing managed services and enterprise-level technical solutions
- Experience working with common authentication and authorization frameworks, specifically OpenID Connect and OAuth 2.0
- Proficient with Python
- Experience working with or supporting computationally intensive workloads or applications
- Excellent knowledge of technical and data center management, information analysis and data governance



- High sense of responsibility combined with a good teamwork spirit, with the ability to work well within a cutting edge, fast-paced, multidisciplinary environment
- Multitasking and time management skills with the ability to prioritize tasks
- Detail oriented with excellent analytical and problem-solving skills
- Proficiency in English, French is a plus

Additional competence (not required, but nice to have):

- Proficient with Go
- Experience with hybrid cloud architectures

To apply, please send your **CV and cover letter** describing your qualifications, background and interest in this position to HR@wysscenter.ch. Applications received by **14th March 2021** will receive full consideration.

