



Promoting Research and Evidence Sharing Knowledge Protecting and Improving Health

Founded in 1891, the Robert Koch Institute (RKI) is one of the world's oldest biomedical research institutions. Today, the RKI is Germany's national public health institute. It employs more than 1,200 people, provides excellent research infrastructure and pursues a modern approach to its scientific work.

The RKI is located in Berlin – Germany's vibrant, multicultural capital in the heart of Europe. The Institute's facilities are set in the environment of a clean, green city that is home to first class art, historical and science museums and well-known theatres. Public transit links to other districts and the surrounding countryside are excellent.

The RKI offers flexible work hours and terms of employment that promote in as far as possible employee life-work balance. Education and training are also provided based on employee needs. The RKI also has a comprehensive health maintenance program and assists incoming staff members and their families in settling in their new location.

The RKI is an affirmative action, equal opportunity employer.

Submit your application in English or German via the public service job portal Interamt at www.interamt.de by 24 March 2019.

Please note the position identification number: 494528 (StellenID)/ Kz. 29/19.

If you have questions about the application procedure, please contact Doreen Hampson
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E-Mail: HampsonD@rki.de

To learn more about the RKI please visit the institute's website at www.rki.de

The in 2019 newly established Centre for International Health Protection (ZIG) consolidates the international work of the RKI.

For the unit for Evidence-based Public Health (ZIG 2) we are looking for a

Medical Information Specialist (M/F/D)

(salary dependent on qualifications and experience in accordance with public sector wage scale (TVöD) up to grade EG 9a.)

The position is to be filled by the next possible date. The contract is unlimited.

The jobholder will be placed in the Unit for Research Data Management, reports directly to the Head of ZIG 2 and will collaborate closely with various units at RKI.

Tasks and responsibilities:

- Provide reference and bibliographic services, including search and retrieval of information using bibliographic databases in the area of medical sciences (e.g. PubMed/Medline, SCOPUS and/or Embase) for systematic reviews;
- Organise and support provision of training sessions for RKI experts and provide manuals regarding the services and tools provided by the Library in the field of literature searches for systematic reviews;
- Take part in maintenance of Library resources, including all technical service activities related to acquisitions, cataloguing, indexing, and processing the library collection, liaising with publishers, subscription agents and other suppliers;
- Contribute to other activities of the Research Data Management Unit as required, and in his/her field of competence.

Requirements and qualifications:

- Vocational training in the field of Information services or a related field;
- Professional experience in the field of Information services or a related area;
- Additional knowledge with a focus on evidence-based methodologies is an advantage;
- Experience and training in performing searches for systematic reviews;
- Experience in information retrieval using on-line bibliographic databases;
- Experience in working in a medical and/or scientific environment is an advantage;
- Experience with related information technologies such as Web 2.0 tools and similar;
- Collaborative environments is an advantage;
- Practical experience in supporting scientific publications and reports;
- Language skills (CEFR level): English, at least C1 (advanced); additional German and/or French language skills are an advantage;



We expect non-German speaking applicants to be willing to obtain the level of language proficiency required to function effectively in your work environment.

You structure your own work effectively and always have an overview. You are able to analyze easily the elements of problems and processes. You develop your own ideas and implement them in practical terms, including presenting relevant material in a clear and concise way. You enjoy cooperating with international partners and are trustworthy, professional and reliable. You maintain relationships with partners through regular contact.

For more information, please contact:

Dr. Andreas Jansen

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Please note that in single cases the Federal Ministry of Health may access your application documents to ensure appropriate personnel selection within its scope as supervisory authority. Your data will be deleted immediately after the completion of the application process.