



WHERE EXPERTISE TRANSFORMS LIVES.

Scientific Program Manager (f/m/d)

Location:

Vienna

Working Hours:

Full-time employee

Area:

Scientific Directorate

Salary:

min. € 4.300.-

Contact:

vanessa.kuehl@ccri.at

Application Deadline:

31.03.2026

Are you passionate about advancing pediatric cancer research? Here is your chance to join us in shaping the future of our institute.

As our Scientific Directors enter a pivotal phase of developing a long-term scientific strategy, we are creating a brand-new role that sits at the heart of this transformation. Reporting directly to the Scientific Directors, the Scientific Program Manager will be a key partner to the Scientific Directors – someone who combines scientific expertise with strategic thinking and operational excellence.

This is a unique opportunity to help build structures, drive initiatives, and translate scientific vision into reality. You will have direct insight into high-level decision-making, contribute your own expertise, and play a central role in how the institute evolves scientifically in the coming years.

Your responsibilities

- Coordinate and operationalize key elements of the scientific strategy
- Maintain an overview of scientific programs and strategic projects, including priorities, progress and managing relevant stakeholders
- Contribute scientific expertise to shape and drive the implementation of the institute's scientific strategy
- Prepare high-quality presentations, briefings, and decision documents for the Scientific Directors
- Ensure effective communication and information flow between the Scientific Directors, research groups, and internal service units

- Act as a point of contact for internal and external stakeholders, including partner institutions and funding bodies
- Represent the Scientific Directors in selected meetings and follow up on action items
- Organize and support strategic meetings, workshops, and retreats

Your profile

What you bring for this position:

- PhD in Medicine, Biological Sciences, or a related life science field
- Several years of experience in a research institute, university, scientific organization, or funding body (e.g., FWF, WWTF)
- Proven experience coordinating scientific projects, programs, or strategic initiatives
- Strong understanding of how research organizations operate (governance, processes, scientific workflows)
- Experience preparing scientific or strategic documents such as briefings, reports, presentations, or decision papers
- Excellent communication skills, with the ability to translate complex scientific topics into clear messages for different audiences; fluency in English is required, German is an advantage but not essential
- Structured, proactive working style and the ability to manage multiple priorities in a dynamic environment
- Confidence in interacting with internal and external stakeholders at all seniority levels
- Team-oriented mindset paired with the ability to work autonomously

Our offer



Translational Research: Work in an environment that bridges cutting-edge science with clinical application



Academic Network: Benefit from close collaborations with leading national and international institutions



Flexibility that fits your life: Benefit from flexible working hours and additional days off



Inclusive & Purpose-Driven: Be part of an international workplace with a meaningful mission



Health & Wellbeing: Your health matters – benefit from our company doctor and in-house pharmacy



Prime Location: Work in the heart of Vienna – a European hub for biomedical research and a city known for its high quality of life

A fair and attractive salary package starting at € 4.300,-- gross (all in, 14x per year) on full-time basis with a view to increase based on your qualification and experience

Who we are

One of Europe's leading institutions in the field of pediatric oncology, St. Anna Children's Cancer Research Institute (St. Anna CCRI) investigates the biological foundations of cancer in children and adolescents. For almost 40 years, our multidisciplinary teams have been committed to developing innovative diagnostic approaches and personalized treatments aimed at further improving young patients' chances of cure. In close collaboration with both national and international partners we combine scientific excellence with clinical relevance. We stand for responsible research, transparency and sustainable knowledge building. As an employer, we offer a state-of-the-art research environment, opportunities for professional development as well as a workplace culture that embraces diversity and appreciation. Work where it really matters and contribute to science that makes a difference!

St. Anna CCRI is an equal opportunity employer. We value diversity and are committed to providing a work environment of mutual respect to everyone without regard to race, colour, religion, national origin, age, gender identity or expression, disability, or any other characteristic protected by applicable laws, regulations and ordinances.

Find more information here: <https://ccri.at/>.

Your application

We are looking forward to your application! Applications should at least contain Cover Letter, CV and the contact details of at least 2 references.

The application deadline is the **31.03.2026**. Applications will be reviewed on a rolling basis until the position is filled.

Apply now

Your recruiting process

A clear and appreciative application process is important to us – find out more [here](#) about the next steps.

Contact information

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Visit us on:

