

# Head of IT / System Administrator

**Location:** Berlin, Germany or Zurich area

**Type:** Permanent (Full-time)

**Start Date:** As soon as possible / by arrangement

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## ABOUT DAINA

DAiNA is a precision-oncology company focused on enabling personalized cancer treatment for individual patients. We combine comprehensive molecular tumor data including genomics, transcriptomics (bulk, single cell and spatial), proteomics and epigenetics, with AI-driven analysis. Our platform connects multi-omic profiling with functional ex-vivo tumor models and personalized liquid-biopsy monitoring, creating a continuous workflow from biopsy and treatment selection through to therapy monitoring and adaptation. We also operate GMP manufacturing to produce individualized N=1 therapeutics. In short, we help physicians make more informed, personalized treatment decisions based on high-dimensional molecular tumor data.

For more information, visit: [www.daina.com](http://www.daina.com)

## THE ROLE

As Head of IT / System Administrator, you will take ownership of DAiNA's IT operations across our Berlin, Zurich area and US activities. You will ensure that our infrastructure, endpoints, identity and access management, networks, cloud services and vendor relationships are secure, reliable and scalable as the company grows.

This is a hands-on leadership role for someone who is comfortable both operating systems directly and building the processes, standards and vendor structures needed for a multi-site precision-oncology company. You will help establish the IT foundation required for DAiNA's next phase: secure collaboration across entities and sites, professional endpoint and identity management, resilient backup and monitoring, strong access controls and clear IT documentation.

## WHAT YOU'LL DO

- Own and operate IT infrastructure across users, endpoints, networks, identity and access management, backup, monitoring and core business systems.
- Administer and continuously improve systems such as Microsoft 365, endpoint management, user accounts, permissions, security policies and collaboration tools.
- Manage network infrastructure across office and lab environments, including firewall, VPN, Wi-Fi, switching, segmentation and secure remote access.
- Ensure reliable backup, recovery, monitoring and incident-response processes for critical systems and data.
- Define and maintain IT standards, documentation, onboarding/offboarding procedures, access-control processes and operational runbooks.
- Work with data, bioinformatics and AI/ML teams to support secure compute, storage and collaboration environments for sensitive biomedical data.

## WHAT YOU BRING

- Several years of experience as a senior system administrator, IT lead, infrastructure engineer or comparable hands-on IT operations role.
- Strong practical experience with Microsoft 365 administration, identity and access management, endpoint management, networking, backup, monitoring and IT security fundamentals.
- Strong understanding of networking, including VPN, firewalling, switching, Wi-Fi, DNS, DHCP and network segmentation.
- Security- and compliance-minded approach, with sound judgement around access rights, data storage, user permissions and sensitive-data handling.

## NICE TO HAVE

- Experience in biotech, healthcare, diagnostics, pharma, life sciences or another regulated or sensitive-data environment.
- Experience with German and Swiss IT operations, vendors, data-protection expectations or multi-entity company structures.
- Familiarity with secure cloud infrastructure, hybrid cloud/on-prem environments, storage systems or high-performance compute environments.
- Experience with information-security frameworks, ISO 27001-oriented processes, security audits, risk assessments or vendor assessments.
- Familiarity with laboratory IT, research infrastructure, data transfer workflows or secure handling of molecular/clinical data.

## WHY DAINA

- Employer contributions toward private health insurance or supplementary health coverage, as well as pension or retirement savings.
- Hybrid model with ~60% of working time **expected** on-site and the rest **remotely**, depending on team and business needs.
- Performance-based bonus opportunity, depending on company and individual performance.
- A personal development budget for conferences, courses, certifications, and training.
- The opportunity to work directly on real patient cases and help shape a first-in-class precision-oncology platform
- A proactive, collaborative team with fast decision-making and strong ownership of your domain.

## HOW TO APPLY

Send your CV and a short note on why this role fits you to [recruiting@daina.com](mailto:recruiting@daina.com), quoting “Head of IT / System Administrator” in the subject line. We review applications on a rolling basis and aim to reply quickly.

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*DAiNA is an equal-opportunity employer. We welcome applicants of every background and assess every candidate on merit, regardless of age, gender, ethnicity, religion, disability, sexual orientation or origin. If you need any adjustment to the process, let us know in your application.*