

## Project Manager for epidemic diseases

(part-time or full-time, Heidelberg/Germany or remote)

You will join a young, enthusiastic non-profit organisation with a diverse, international team of about 25 members, including scientists, vaccinologists, experts in clinical trials and regulatory matters, project managers, and office support staff.

**The European Vaccine Initiative (EVI) e.V. is dedicated to accelerating the development of vaccines for diseases of poverty and emerging infectious diseases.**

We work with academic partners, pharmaceutical companies, public health institutes, and many other like-minded organisations across the world to discover and develop safe, effective, and affordable vaccines for people in low- and middle-income countries.

EVI offers you flexible work arrangement, a purposeful mission towards solving major global health challenges and the possibility to learn from our science-driven experts. We are headquartered in Heidelberg, Germany, but we offer the possibility to work remotely from other locations in Europe.

### **Responsibilities:**

As **Project Manager for epidemic diseases**, you will primarily be responsible for coordinating our efforts to develop a universal influenza vaccine (UIV). In collaboration with a major pharmaceutical company, we work towards the ambitious goal of pre-clinically develop and clinically test a new and broadly acting vaccine against influenza. You will work with internal colleagues and external partners on vaccine development and evaluation at all stages, but particularly in early clinical phases, and in aspects related to immune monitoring. The successful candidate is expected to:

- To oversee and facilitate effective implementation of project activities, in particular the delivery of projects to agreed timelines.
- To monitor the technical and scientific quality of project activities and deliverables.
- To identify and drive the communication and inter-personal relationships within the project.
- To communicate with leading scientist worldwide on the project implementation.
- To prepare presentation of results, reports, project and evaluations to tight timelines.
- To help with effective planning of projects including drawing up efficient work plans and Gantt charts.
- To provide senior management with key project information throughout the life of the projects.
- To manage complex relationships with project participants and ensure participant satisfaction.
- To organise teleconferences, meetings, and workshops.
- To develop standard operating procedures and monitor their implementation when relevant.
- To work closely with financial department on the economic aspects of the project.

#### **Essential Skills/Competencies:**

- Hold a Masters, MD or PhD in a relevant scientific discipline (e.g., clinical research, vaccine development, immunology, molecular biology, biological sciences).
- Experience in pharmaceutical product development, preferably vaccine development.
- Fluent in written and spoken English.
- Organised, with drive and motivation.
- Ability to work independently (and remotely), yet still in a team.
- Good communication and presentation skills.
- Ability to work in a multicultural environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- Ability to deliver high-quality results within budgets and against deadlines.
- Be a self-starter, well organised and with attention to detail.
- Have a flexible approach to work, while keeping a “getting the job done” mentality.

#### **Desirable selection criteria**

- Knowledge or experience with influenza and/or other infectious diseases with epidemic potential would be an advantage.
- Experience in pre-clinical vaccine development, GMP manufacturing, and/or toxicology testing.
- Experience with immune monitoring assays and/or clinical trials is an asset.
- Experience working in a non-profit organisation.
- Experience or knowledge about global health research and associated priorities.
- Knowledge of Japanese or French would be an asset.

#### **EVI offers you:**

- Flexible working hours, employee benefits, career development opportunities.
- Partly or fully home office if compatible with the tasks.
- 30 vacation days based on a 5-day workweek, 2 child-care days per child of up to 12 years.
- Our headquarters are situated in Heidelberg (Germany) but working remotely is possible following an initial inception period.

#### **Additional application conditions:**

- Applications with the requested information should be submitted in English.
- Applications must be received no later than 31 August 2023.
- **Please send your application (or questions) by email to: Marielle Boslet, HR-Manager, [marielle.boslet@euvaccine.eu](mailto:marielle.boslet@euvaccine.eu) and kindly insert “Project Manager for epidemic diseases application” in the subject line.**
- Applications must contain a CV and a Motivation letter - in the letter please explain why you are applying to EVI and why you think you are qualified for the position. Kindly include your salary expectations.

Visit our website [www.euvaccine.eu](http://www.euvaccine.eu) to learn more about us and what we do.



[www.euvaccine.eu](http://www.euvaccine.eu)



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We reserve the right to close the application process earlier in case a suitable candidate is identified - so please submit your application as soon as possible.

Thank you for your interest in working with us!