

March 11<sup>th</sup>, 2021

## Project Assistant

The European Vaccine Initiative (EVI) is a non-profit organisation based in Heidelberg, Germany. EVI is dedicated to accelerating the development of vaccines for diseases of poverty and emerging diseases, including COVID-19.

EVI has an exciting career opportunity for motivated individuals to join the organisation in a full-time position as Project Assistant.

### Responsibilities:

- To assist the director of operations, project leaders and project managers with the successful implementation of large international research projects.
- Support the delivery of projects to agreed timelines, quality and budget.
- Support the project planning activities including drawing up efficient work plans and Gantt charts
- Support with preparation and presentation of project reports in line with the pre-set timelines
- Support with preparing meetings, agenda's, meeting minutes and presentations
- Organise teleconferences, meetings, and workshops

### Qualifications/Essential Skills/Competencies:

- Hold one of the following: BSc or MSc, or other relevant related degree (with affiliation for biomedical science).
- Excellent written and spoken English is mandatory.
- Organised, with drive and motivation.
- Good communication and presentation skills. Ability to work in multicultural environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- Ability to deliver results against deadlines with high level of quality.
- Ability to travel occasionally to international meetings, conferences, workshops etc.
- Competent with Microsoft Office.

### Desired Skills/Competencies:

- Basic knowledge of project management and competent with Microsoft Project
- Good scientific writing skills

### Conditions of Appointment

- Contract period will start TBC. A probationary period of six months will apply.
- Successful applicants will be based at EVI Headquarters, Heidelberg, Germany
- A pre-existing residence and work permit to Germany is mandatory



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



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If you feel that you possess the relevant skills, please send a Curriculum Vitae and cover letter explaining:

- Your suitability for the position.
- Your salary range expectations.

Applications providing all of the requested information should be submitted in English and received no later than 17:00 (CET) on **6th April 2021**, and sent by email to:

Sten Larsen Finnsson Human Resources Director [sten.larsen@euvaccine.eu](mailto:sten.larsen@euvaccine.eu)