

General Counsel (m/f/d)

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

You will join an enthusiastic non-profit organisation that is dedicated to the improvement of global health. **The European Vaccine Initiative (EVI) e.V. comprises** a diverse, international team of about 30 members, including scientists, vaccinologists, experts in clinical trials and regulatory matters, project managers, and office support staff.

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.

The position as General Counsel constitutes a key strategic position in EVI, and offers a unique blend of responsibilities of corporate law, contractual law, and protection of EVI's reputation and standing towards funders and collaborators. We're looking for a legal expert with good negotiation and communication skills in English, and ability to provide sound legal advice and support to EVI's senior management and Board. The General Counsel will report directly to the Executive Director and lead the organization in identifying, analyzing, and addressing the organization's internal legal risks and needs.

Specific responsibilities

- Provide legal advice that complies with regulatory laws, keeping in mind the ethos of the company.
- Ensure that the company avoids unnecessary legal risks and violations with the right corporate law services.
- Evaluate ongoing and potential projects for the company and ensure that it adheres to corporate law stipulations.
- Continually learn the dynamic changing laws and regulations of the corporate law on a national and international scale.
- Protect and represent EVI in all legal matters.
- Manage the corporate legal affairs of EVI, and provide legal counsel to the Executive Director, Senior Management and Board of Directors.

- Ensure that EVI follows best governance practices, including compliance with Policies, Bylaws and Articles of Incorporation.
- Provide sound legal counsel whenever needed.
- Provide legal advice, guidance and interpretation on a wide range of governance, corporate, contract, non-profit law, corporate registrations, and compliance.
- Work closely with staff across the organisation to provide guidance on various legal matters.
- Curate and review legal paperwork and documentation that protect and support the company's interests while complying with relevant International, European and national laws.
- Set standards for EVI's legal documents, agreements including partner agreements, Memoranda of Understanding, vendor agreements, grant and donation agreements, confidentiality agreements, intellectual property agreements, and other general business contracts.
- Represent the organization as a member of the Senior Leadership Team of the organization to external audiences.
- Undertake and perform in-depth legal research for partnerships, mergers, acquisitions and other transactions if applicable.
- Prepare and file registrations, disclosures, and reports to national and European authorities as by law.

Essential Skills/Competencies:

- Hold one of the following: BSc or MSc, or other relevant degree in general, commercial and/or corporate law.
- Proficiency in English (working language).
- Excellent organizational skills and attention to detail.
- Strong communication and presentation skills.
- Strong analytical and negotiation 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 quality.
- Ability to work collaboratively as a team.
- Skills in managing complex and diverse tasks with attention to detail
- Strong interpersonal skills with the ability to collaborate, facilitate discussion and build a consensus in a complex, environment with global partners.
- Computer literacy, including word processing, database, spreadsheet, collaboration and internet applications (Microsoft Office Suite)
- Prior experience in cooperate/business law of +5 years is a plus.
- Prior experience in non-profit organisation or in-house counsel agency is desirable.

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.

Additional application conditions:

- Applications with the requested information should be submitted in English.
- **Please send your application (or questions) by email to: Marielle Boslet, HR Manager, marielle.boslet@euvaccine.eu and kindly insert “General Counsel (m/f/d)” in the subject line.**
- Applications must contain a CV and a cover letter. Kindly include your salary expectations.
- This advert only applies to candidates with a work and residence permit in EU/EEA.

Visit our website www.euvaccine.eu to learn more about us and what we do.

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.