

The European Vaccine Initiative (EVI) is a non-profit organisation that 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, WHO, the European Commission and many other like-minded organisations across the world to discover and develop safe, effective, and affordable vaccines.

EVI has an exciting career opportunity for a motivated individual to join the organisation as

Project Manager (full time)

You will join a young, enthusiastic non-profit organisation that includes a diverse, international team of about 17 staff, comprising scientists, vaccinologists, experts in clinical trials and regulatory matters, project managers and office support staff.

As project manager 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 support and oversee international collaborative studies, including on vaccines against Malaria, Covid and other infections with pandemic potential. Occasionally you may need to travel to external meetings or international events.

Responsibilities:

- 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.

Qualifications/Essential Skills/Competencies:

- Hold a Masters, MD or PhD in a relevant scientific discipline (e.g. clinical research, vaccine development, immunology, molecular biology, pharmacology, biological sciences).
- Fluent in written and spoken English. Other languages such as French or Spanish etc is a plus.
- 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 multicultural environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- Ability to deliver high-quality results 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.

Desired Skills/Competencies:

- Knowledge of particularly Malaria and other infectious diseases are a great advantage!
- Experience in working with pharmaceutical product development, particularly in infectious diseases.
- 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

Conditions of Appointment

- Contract period will start as soon as mutually agreeable.
- Our headquarters are situated in Heidelberg (Germany) and always welcome staff to use our offices - but staff can work remotely from home following an initial inception period lasting 3 months while being trained for the job.
- We manage payroll in Germany, Denmark and Belgium and can easily accommodate staff anywhere in those countries by remote home working options.
- The position is initially limited to three years but is technically an option for permanent placement.

Please do visit our website (www.euvaccine.eu) to learn more about us and what we do.

Applications with the requested information should be submitted in **English!**

Applications must contain a **CV and a Motivation letter** - in the motivation letter please explain why you are applying to EVI and why you think you are qualified for the position.

Applications must be Received no later than **18th July 2022**

Please send your application by email to; sten.larsen@euvaccine.eu

Insert **“Project Manager application”** in the subject line.

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

Thank you for your kind interest thus far!