

CEPI is looking for a Contract Manager to join the team of legal and business development professionals managing our growing portfolio of partner contracts.

This role is based in London (Euston Road) and reports to the General Counsel and Director of Business Development.

If you are interested in joining the CEPI team and think you have the appropriate qualifications for this role, please read the detailed job description below and follow the instructions for applying.

## **Contract Manager**

### **OBJECTIVES**

The primary objective of this role will be to co-ordinate contracting process from financial and administrative perspective to support product and business development teams.

### **ACCOUNTABILITIES**

- Conduct financial analysis and due diligence to support negotiations with applicants / partners
- Establish and maintain relationships with awardees (post contract signing), including establishing reporting requirements (financial, technical, intellectual property)
- Prepare documentation for input and support to portfolio evaluations,
- Assist with the development of contracts that will be led by the Legal Team (and their contracted consultants/lawyers)
- Collaborate on implementation and administration of contracts in collaboration across the organisation
- Manage the review and analysis of budget-related materials and supporting documents submitted with proposals, work plans, etc. working closely with project teams in the review of these materials
- Follow up on project milestones and portfolio reporting as expected of awardees, analysing actual and projected expenses of awardees, potential impact on payment schedules, management of deviations, and effective internal communications to facilitate project management
- Track and report on actual and projected expenses, variations and payment schedules of awardees internally

### **EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

This is an opportunity for someone who can demonstrate:

- Excellent communication skills with confidence communicating in English
- Accurate with excellent attention to detail and a pragmatic approach
- Able to work as part of an international team with motivation to be autonomous as appropriate
- Tact, discretion and confidentiality are essential
- Professional with the ability to lead and be led
- Degree or equivalent level of education and experience in a finance, legal or related area
- Practicing accountant / contract manager with appropriate qualification or certificate of competence
- Experience in not for profit, academia/research, pharma and / or government organisations essential

### **TRAVEL AND LOCATION REQUIREMENTS**

- There is an expectation of reasonable international travel for this role with trips to other CEPI offices and Partner organisations in Europe and the rest of the world as appropriate
- You will need to have the right to work in the UK to be considered for this position

### WHAT WE CAN OFFER YOU

- Experience from the international effort on developing vaccines against EIDs and accelerating vaccine development response to outbreaks
- An exciting job opportunity at a newly established international organisation focusing on funding and facilitating vaccine development
- Attractive benefit package including holidays, health benefits and private pension arrangements
- Competitive salary

### HOW TO APPLY

If you are interested in being considered for this position, please send your Curriculum Vitae along with a covering email / letter explaining how you are to fulfil the requirements of the role to [jobs@cepi.net](mailto:jobs@cepi.net)

If you have any questions about the position, please email [glenn.foster@cepi.net](mailto:glenn.foster@cepi.net)