

Job description: Executive Assistant

CEPI is searching for an Executive Assistant located in the Office of the CEO in Oslo, Norway. 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.

About CEPI

The Coalition for Epidemic Preparedness Innovations (CEPI), was launched in January 2017 and is a partnership of public, private, philanthropic and civil society organizations to stimulate, finance and co-ordinate vaccine development for emerging infectious diseases.

New vaccines could prevent deadly infectious diseases that have epidemic potential from becoming global health emergencies. However, vaccine development needs to start long before an epidemic so that final clinical trials or emergency deployment can begin swiftly in an outbreak.

Making vaccines that work and are safe isn't easy – it typically takes more than 10 years. The risks and costs are especially significant for epidemic diseases. Outbreaks come and go, and recent events have shown us that they hit poor countries the hardest, putting immense pressure on already fragile health systems.

Once a vaccine is created, trials are harder to conduct than for more commercially viable vaccines, and complex regulations and laws that vary from country to country can delay getting vaccines to the people who need them.

CEPI will help overcome these barriers with a new model for funding vaccine developments against epidemic diseases. This will contribute to the health security the world needs.

Purpose of the role

We are currently looking for an Executive Assistant to join CEPI at an exciting stage in our development. The purpose of the role is to provide comprehensive, proactive and efficient support to the Deputy CEO and CEPI Leadership team in Oslo, and to support the CEPI HR function.

Accountabilities

- Provide administrative support to the Deputy CEO and other members of the CEPI Leadership team in Oslo as needed (coordinating meetings, calendars etc.)
- Provide administrative support to CEPI's HR function (on-boarding, off-boarding, meeting preparations)
- Support the development of and coordinate CEPI's training and induction process
- Assist in the development of a system for document handling and sharing
- Support office management and operations
- General administrative support
- The list is not exhaustive, other tasks must be expected

Requirements

- BSc or Administrative / secretarial degree. Relevant work experience can compensate for lack of formal education
- Experience from similar role
- Strong interpersonal skills, team player, able to work in different cultural environments
- Expert planning and tracking skills, well-organized, focused on results, capable of managing multiple projects, excellent time and self-management
- Proactive ability to predict issues and problem-solving abilities.
- Requires the flexibility and tolerance to best manage change and differing opinions with diplomacy and competence.
- Excellent command / highly proficient in spoken and written English.
- Solid computer literacy with standard software packages

We can offer you

- An exciting job opportunity at a newly established international vaccine development facilitator
- International environment
- Flexible work hours
- Attractive private pension and insurance arrangements
- Competitive salary

Job expectations

Start date: As soon as possible

Location: Oslo, Norway

Deadline: November 6 2018

Apply: Jobs@cepi.net