

## Contract manager, CEPI

<b>Job Title:</b>	<b>Contract manager, CEPI</b>
<b>Reports To (title):</b>	Head of Business Development
<b>Location:</b>	London, with some travel expected (including to Oslo 3-4 times a year)
<b>For questions:</b>	Glenn Foster <a href="mailto:glenn.foster@cepi.net">glenn.foster@cepi.net</a>

CEPI, [the Coalition for Epidemic Preparedness Innovations](#), 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. These diseases have been identified based on [WHO's R&D Blueprint](#), and encompass those for which vaccine development is unlikely to occur through market incentives alone.

In 2017 CEPI is in its interim phase and is supported by the Government of Norway, Government of India, Wellcome, the Bill & Melinda Gates Foundation, and the World Economic Forum. CEPI has had an initial investment of \$540 million from the governments of Germany, Japan and Norway, plus the Bill & Melinda Gates Foundation and Wellcome.

### OBJECTIVES OF THE ROLE

Coordinate contracting process from financial and administrative perspective to support product and business development teams.

### CONTEXT OF THE POSITION

- CEPI is currently implementing the review of Lassa, MERS, Nipah Call for Proposal (CfP1)

This position requires:

- Liaison with Oslo office, who are currently managing the CfP1 review process
- Liaison with Research Council of Norway (RCN) to set up a CEPI grants management process for future CfPs
- Contact and communications between Oslo and London office as London Business Development and Vaccine Development teams are established
- **Familiarity with budget requirements of applicants, and all CEPI cost guidance and budget documents**
- **Familiarity with budget and reports from applicants for CfP1 (both financial and technical reporting and expectations of applicants/awardees over the life of the contract)**

### RESPONSIBILITIES INCLUDE

#### Short-term

- With the Head of Business Development, develop project plan (including pre-award negotiation plan) for implementation of contracts with contract awardees
- **Conduct financial analysis and due diligence to support negotiations with short-listed applicants (with rest of Business Development team)**
- Assess needs for contract management system (to support and store communications and reporting requirements between awardees and CEPI (and other funders), evaluate options and provide support in the implementation of such a system (in order to ensure awardees deliver on contractual obligations to CEPI that are included in contracts)

- **Establish relationships with awardees (post contract signing), including establishing reporting requirements (financial, technical, intellectual property)**
- With Head of Business Development, develop a CEPI contract manual/Standard Operating Practices and administrative leadership
- Prepare documentation for input and support to portfolio evaluations
- Administrative assistance for the development of contracts, that will be led by legal team (and their contracted consultants/lawyers)
- In partnership with the Oslo office, collaborate on implementation of contracts

## Long-term

- **Pre-contract:** Manage the review and analysis of budget-related materials and supporting documents submitted with proposals, work plans, etc. The Contract Manager will work closely with project teams in the review of these materials.
- **Post-contract: Follow 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**
- Administrative assistance with the Joint Project Group (the awardee and CEPI's joint group which manages and assesses the project's progress and performance)
- **Maintain relationships with contract awardees tracking financial reporting, IP reporting, and other reporting requirements from awardees, including knowledge of Joint Project Group and Site Visit requirements and schedules**
- Input on development of reporting systems as needed
- Conduct training as needed to awardees, e.g. for electronic reporting,
- Maintain crossover areas with Oslo group: teleconferences and quarterly face-to-face meetings
- Flexibility with other duties assigned by Head of BD

## EDUCATIONAL BACKGROUND

- Master's Degree in Business Administration, financial management or accounting, or JD, or equivalent experience

## CRITICAL SKILLS

- Significant number of years of professional experience in contract management, grant management or financial analyst position, in pre- and post-contract/grant management
- Contracting/grant management skills
- Administrative leadership
- Financial analysis
- Proficiency in Excel, Microsoft Office, PowerPoint and other software.
- Strong systems/technology aptitude including a working knowledge of financial analysis and reporting tools.
- Meticulous organizational skills, ability to prioritize, and intense focus on ensuring high quality work product.
- Excellent communication skills (written and oral) and the ability to summarize and present information effectively internally and with external counterparties.
- Effective interpersonal skills: patience, diplomacy, and an appropriate level of assertiveness, ability to develop strong relationships with colleagues and contract awardees.

- Ability to work effectively under pressure and handle multiple tasks and demands simultaneously.
- Good time management and planning
- Perform other duties as may be required and assigned

#### **ADDITIONAL SKILLS THAT WOULD BE AN ADVANTAGE**

- Understanding of portfolio management
- Understanding of global health and/or public health
- Understanding of Product Development Partnerships
- Knowledge of global health and vaccine development funding landscape
- Knowledge of vaccine Research and Development
- Familiar with WHO and other multilateral organisations

#### **SALARY**

- Competitive
- Documentation and relevant experience and prior compensation will be taken into account.