

Global Development Programme Manager

Reports To (Title): Head Product Development CEPI
For questions: Glenn Foster g.foster@wellcome.ac.uk

OBJECTIVES

Provide cross-functional operational oversight for CEPI Development Programs for the successful development of vaccine candidates against emerging infectious diseases. The Program Manager works closely with the Head of Product Development to ensure that the award conditions are clearly integrated into operational plans and tracks program progress against milestones, timelines and budget. The Program Manager will maintain continuous effort to ensure lessons-learned are shared across Projects and Programs. The Program Manager will follow the full life-cycle of projects from early screening, interviews and site visits of shortlisted applicants, to milestone-based progress assessments, and regular follow-up and site visits during implementation.

ACCOUNTABILITIES

- Provides cross-functional program oversight of Awardees
- Offers Awardees assistance in the definition of operational plans and execution strategies against award goals
- Tracks project progress against milestones and utilize project tracking information to identify and make proposals for program progress/issues
- Identifies synergies, eliminated unnecessary redundancies and facilitate collaboration and communication between different projects.
- Identifies ways to accelerate the project execution where possible while maintaining high quality standards.
- Identifies potential issues or obstacles and proposes resolution or plans contingencies and follow issues through to resolution.
- Writes and reviews agenda, meeting minutes and various communications related to program meetings as well as assist with determination of next steps involving cross-functional communication and coordination of action items. Generates, collects, distributes, stores and retrieves program communications.
- Reports on progress of program/projects and issues/plans, schedules to CEPI management.
- Participates in portfolio analysis meetings
- Supports continuous improvement of CEPI project management through leveraging lessons-learned and coaching with other PJMs.

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

- Advance degree (Master or Doctoral) degree in life sciences, medical-related sciences or experience equivalent to graduate degree.
- Minimum 5 years pharmaceutical industry experience as a project / program manager leading vaccine development projects, in a multi-disciplinary, global environment
- Minimum 3 years of experience working in a global matrix team, remotely.
- Advanced knowledge of global R&D processes on vaccine development.
- Expert planning and tracking skills, able to see big picture, well-organized, focused on results, capable of managing multiple projects, excellent time and self-management.
- Strong interpersonal skills, team player, able to work in different cultural environments, to negotiate timelines and develop effective international collaboration.
- Excellent command / highly proficient in spoken and written English
- Strong critical and objective interpretation of development and scientific issues.
- Proactive ability to predict issues and problem-solving abilities.
- Ability to articulate and establish processes which impact cross-functional activities.
- Requires the flexibility and tolerance to best manage change and differing opinions with diplomacy and competence. Development timelines can be aggressive and multi-faceted; position can be stressful and demanding.
- Microsoft Project Professional, Excel, PowerPoint & Word.

LICENSES/CERTIFICATIONS

- Project Management Professional certification with PMI or internationally recognized accreditation is a plus.

TRAVEL REQUIREMENTS

- Requires approximately 20-30% travel.

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SALARY

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