

CEPI is looking for a Vaccine Development Program Manager to join our growing Vaccine Development team in London.

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.

## **Vaccine Development Program Manager, London**

### **OBJECTIVES**

The primary objective of this role is to provide cross-functional operational oversight for CEPI's Development Program for the successful development of vaccine candidates against emerging infectious diseases.

The Vaccine Development Program Manager will work closely with the Head of Vaccine Development to ensure that the award conditions are clearly integrated into operational plans and tracks program progress against milestones, timelines and budget. They will maintain continuous effort to ensure lessons learned are shared across Projects and Programs.

Following the full life-cycle of projects - from early screening, interviews and site visits of shortlisted applicants, to milestone-based progress assessments - the Vaccine Development Program Manager will maintain regular follow-up and site visits, during implementation, to track progress and achievement.

### **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 utilizes project tracking information to identify and make proposals for program progress/issues
- Identifies synergies, eliminates unnecessary redundancies and facilitates 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 resolutions, plans or contingencies, following issues through to resolution
- Writes and reviews agendas, meeting minutes and various communications related to program meetings as well as assisting with identifying next steps involving cross-functional communications and coordination of action items. Generates, collects, distributes, stores and retrieves program communications
- Reports on progress of programs/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 Program Managers

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

This is an opportunity for someone who can demonstrate:

- Masters 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 the 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

### **TRAVEL AND LOCATION REQUIREMENTS**

- Will be required to travel internationally on a frequent basis
- This role is based in London and you will need to have and be able to maintain the right to work in the UK

### **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 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)