

CEPI is looking for a Scientific Officer, Biological standards and assays, located in the Vaccine Science team 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.

Scientific Officer, Oslo

OBJECTIVES

The overall objective of the CEPI Vaccine Science Team is to facilitate accelerated development of CEPI's vaccine candidate portfolio to fulfil the primary strategic objective of CEPI. The team works in close collaboration with the Vaccine Development Team. This will encompass mapping knowledge or research gaps and working with external stakeholders to identify solutions and implement programs which address these. The team will ensure that scientific advice, innovation on vaccine evaluation and public health needs are integrated with product development.

The Scientific Officer is responsible for providing project management support to the Biological standards and assays team. This position will include technical assistance and administrative support to ensure the program is launched timely in relation to the vaccine development projects and integrating scientific advice from external experts. We are looking for a candidate that can perform well under pressure, adapt quickly and build relationships within the team with relative ease. The ability to have foresight into potentially challenging situations is highly prioritized as the advisor is given a great amount of autonomy in working to support the team.

ACCOUNTABILITIES

- Support the management of the calls for proposals on biological standards, assays and animal models
- Support the review process for proposals submitted to the call for proposals
- Synthesize and deliver notes and action items at program meetings
- Schedule appointments/meetings and manage complex calendars, across several time zones
- Assist with planning and organization of meetings, and presentations
- Draft and deliver meeting reports to key stakeholders
- Provide communications support & assistance to ensure timely responses to inquiries
- Effectively manage relationships with external reviewers
- Coordinate feedback to applicants; responsible for high quality interactions, and clear and consistent communications with applicants
- Support efforts to develop an analytic framework to analyze proposals
- Support the Vaccine Science Team as required

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

This is an ideal opportunity for someone who can demonstrate:

- Master's degree in life sciences or biological sciences
- At least 2 years' experience in complex vaccine development projects in a multi-disciplinary, global environment
- Experience in project management
- Ability to efficiently review, evaluate and draft scientific publications and complex technical documents
- Strong planning and tracking skills, well-organized, focused on results, capable of managing multiple projects, excellent time and self-management.
- Strong interpersonal skills, team player with ability to lead projects, able to work in different cultural environments and interact with regulators, academia and industry. Experience of collaborating with developing countries desirable
- Excellent command / highly proficient in spoken and written English.
- Solid computer literacy with standard software packages, e.g. Microsoft Excel, PowerPoint & Word
- High level of personal integrity

TRAVEL REQUIREMENTS

- Will be required to travel internationally on a frequent basis

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 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 by midnight (CEST) on Monday 17 September 2018.

If you have any questions about the position, please email Gunnstein.norheim@cepi.net