



Management Assistant TBVI

The TuBerculosis Vaccine Initiative (TBVI) is a non-profit organisation that is dedicated to supporting the development of vaccines against tuberculosis (TB). We work with academic partners, pharmaceutical companies, public health institutes, the World Health Organization, the European Commission and many other like-minded organisations across the world to support the discovery and development of safe, effective, and affordable vaccines against tuberculosis.

TBVI has an exciting position as Management Assistant (full-time or part-time). You will join a small, enthusiastic team, dedicated to TBVI's goals to relieve the burden of TB and eliminate tuberculosis around the world.

The position

The Management Assistant will take a key role in the organisation, being responsible for a wide range of activities. As Management Assistant you will work with internal colleagues and with TBVI's extensive network of external partners across Europe and the rest of the world. The Management Assistant will plan, support and oversee a smooth operation of core activities in the TBVI office. This includes providing logistical support to the TBVI office, supporting the TBVI Management and Board, organising and implementing communication activities and advocacy campaigns, organising international meetings, workshops and conferences of different sizes, supporting scientific and financial reporting to TBVI's stakeholders and funders, in particular the European Union. The Management Assistant will work closely with TBVI Management, Board and other staff members to successfully fulfil the mission of TBVI.

Main tasks and responsibilities

Management support for TBVI's organisation:

- Organise meetings and events including travel arrangements.
- Organise and facilitate Board meetings and committee meetings.
- Organise and support advocacy campaigns and other communication activities.
- Maintain website.
- Manage TBVI's document storage system.
- Facility support: manage office systems, location, incoming and outgoing correspondence, inventory.

Project support:

- Organise and facilitate international project meetings.
- Support project reporting (technical content and financial).

Qualifications/Essential Skills/Competencies:

- Higher Vocational Education working and thinking level.
- Experience in management support and international projects.
- Proficient in Dutch and English.
- Social skills and ability to communicate with collaborators of different backgrounds.
- Organisational skills.
- Problem solving skills.
- Ability to work independently.

Conditions of Appointment

- Competitive salary and pension scheme.
- Secondary employment conditions: small, enthusiastic organisation, close-knit team, good working from home arrangement, hybrid working environment.
- Our headquarters are situated in Lelystad, the Netherlands, where the TBVI team meets on a regular basis. Other than that staff can work remotely.
- The position will initially be for two years, with possible extension.
- Contract period will start as soon as mutually agreeable.

Visit our website (www.tbvi.eu) to learn more about us and what we do.

If you feel that you possess the relevant skills, please send your Curriculum Vitae and cover letter explaining your suitability for the position.

Applications with the requested information should be submitted in English and received no later than 20 July 2024. However, we reserve the right to close the application process earlier in case a suitable candidate is identified.

Applications or any questions related to the position should be sent by email to:

Mr Anne Meinema

Director of Finance and Administration

anne.meinema@tbvi.eu