



Scientific Project Manager 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 career opportunity for a motivated individual to join the organisation as Scientific Project Manager (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 Scientific Project Manager will be responsible for supporting the smooth and successful implementation and monitoring progress of several externally funded projects and programs. As Scientific Project Manager you will work with internal colleagues and with a wide range of external partners on vaccine development and evaluation at all stages, but particularly in early clinical phases. The successful candidate is expected to support and oversee international collaborative projects on discovery and development of vaccines, associated tools like immune monitoring, as well as plan and implement networking activities. Scientific Project Managers are responsible for ensuring timely reporting on the projects' progress, and work closely together with legal, financial, and other staff members to successfully implement and complete the project.

Main tasks and responsibilities

Project-related:

- Ensure projects are executed at the highest possible quality while adhering to the agreed contracts, needs and requirements of the funding agencies and to TBVI policies, in close collaboration with the project coordinator, other team members, and international consortium partners.
- Coordinate, implement, and monitor the planned project activities independently and/or in collaboration with project partners.
- Meet internal and external reporting requirements, including milestones and deliverables, within agreed timelines.
- Prepare reports, both internal and external.
- Act as the contact point for funding institutions, partner organisations and stakeholders in project implementation.
- Plan meetings in close collaboration with relevant stakeholders and ensure meeting reports (minutes) are available and distributed.

- Assist in the preparation of research proposals for funding opportunities (acquisition), in particular:
 - Support the operational and administrative aspects of research proposals.
 - Assist in writing of research proposals, where appropriate.

Organisational:

- Maintain and improve organisational operations, including TBVI policy and quality documents.
- Maintain relation with TBVI partner network.

Qualifications/Essential Skills/Competencies:

- Hold a Master's, MD or PhD in a relevant scientific discipline (e.g. clinical research, vaccine development, immunology, molecular biology, pharmacology, biological sciences).
- Fluent in written and spoken English.
- Organised, with drive and motivation.
- Ability to work independently (and remotely), yet still in a team.
- Good communication and presentation skills.
- Ability to work in multicultural projects and maintain effective working relations with people of different nationalities and cultural backgrounds.
- Ability to deliver high-quality results against deadlines.
- Be a self-starter, well-organised and with attention to detail.
- Have a flexible approach to work, while keeping a "getting the job done" mentality.
- Have a valid EU work permit.

Desired Skills/Competencies:

- Experience in working with discovery and development of pharmaceutical products, particularly vaccines.
- Experience in TB and/or related infectious diseases.
- Experience with immune monitoring assays and/or clinical trials is an asset.
- Experience with working in a non-profit organisation.
- Experience with or knowledge about global health research and associated priorities.

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 and your salary expectations.

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