



## **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) which are effective, safe and affordable for people in low- and middle-income countries. We work globally with academic partners, public health institutes, pharmaceutical companies, 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 Project Manager (full-time or part-time). You will join an enthusiastic team, dedicated to TBVI's goals to relieve the burden of TB and eliminate TB around the world.

### **The position**

The Project Manager will be responsible for successful and timely implementation and monitoring of externally funded projects. As Project Manager, you will work with TBVI colleagues and with a wide range of external partners, on vaccine development and evaluation at all stages, but particularly in late pre-clinical and early clinical phases. The successful candidate will be responsible for ensuring timely and accurate reporting on the projects' progress, working closely with legal and financial colleagues. The successful candidate should further contribute to maintaining and expanding TBVI's extensive network of collaborators, while also contributing to identifying new opportunities for expanding TBVI's portfolio of research activities.

### **Main tasks and responsibilities**

- Ensure projects are executed at the highest possible quality while adhering to the agreed contracts, needs and requirements of the funding agencies as well as to TBVI policies.
- Coordinate, implement, and monitor project activities independently and/or in collaboration with project partners.
- Meet internal and external reporting requirements, including milestones and deliverables, within agreed timelines and budgets.
- Prepare project reporting, both internal and external.
- Act as the contact point for collaborators, funders and other stakeholders in project implementation.
- Organise and facilitate international project meetings in close collaboration with relevant stakeholders and ensure meeting reports (minutes) are available and distributed.
- Identify new project opportunities and assist in the preparation of research proposals for funding opportunities (acquisition).
- Maintain and improve organisational operations, including TBVI policy and quality documents.
- Maintain and expand TBVI's network of partners, collaborators and funders.

**Qualifications/Essential Skills/Competencies:**

- Hold a Master's in a relevant scientific discipline.
- 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 with working in a non-profit organisation.
- Experience with or knowledge about global health research and associated priorities.
- Experience in product development is an asset.
- Experience in working with EU grants (incl. EDCTP) is an asset.
- Experience with project management and large collaborative consortia is an asset.

**Conditions of Appointment**

- Competitive salary and pension scheme.
- Secondary employment conditions: small, enthusiastic and mission-driven organisation, close-knit team.
- Flexible working arrangement with hybrid working environment.
- Our headquarters are situated in Lelystad, the Netherlands, where the TBVI team meets on a regular basis.
- 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](http://www.tbvi.eu)) to learn more about us and what we do.

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

Applications with the requested information should be submitted in English and received no later than 20 June 2026. 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](mailto:anne.meinema@tbvi.eu).