

## POSITION DESCRIPTION

**Job Title:** Director, Executive Office Scientific Programs  
**Location:** New York preferred, other locations may be considered  
**Reports to:** Head of Operational Excellence/dotted line to the President and CEO

### POSITION SUMMARY:

IAVI is seeking an exceptional Director, Executive Office Scientific Programs who will support the CEO in enabling and overseeing key scientific initiatives and activities, as well as plays a key role in facilitating CEO effectiveness through ensuring progress across IAVI's scientific portfolio and critical external engagement activities. In addition, the successful candidate will work closely with the other scientific leaders to ensure the CEO has an organizational-wide view of IAVI's scientific portfolio and can effectively and efficiently manage its governance and be made aware of issues and risks.

IAVI reserves the right to appoint a candidate at the Associate Director level if the best qualified candidate does not meet all qualifications, but exhibit potential for greatly contributing in this capacity.

### KEY RESPONSIBILITIES:

#### PROJECT AND PRIORITY MANAGEMENT FOR CEO:

- Manage an up-to-date list of follow-up items and priorities for CEO and drive their execution.
- Attend key meetings and track action items on behalf of the CEO.
- Ensure CEO priorities are addressed in a timely manner.
- Coordinate and manage the agenda, meetings, and key action items of the IAVI Scientific Leadership Team (highest governance body in charge of key scientific decisions at IAVI).
- Set-up, coordinate and manage the agenda, meetings and follow ups the new IAVI External Advisory Board, in charge of advising IAVI on key scientific priorities
- Enhance internal scientific exchange, including involving key external thought leaders
- Liaise with scientific leadership to ensure CEO visibility and engagement in portfolio governance.
- Track status on organizational scientific goals set out in annual scorecard and strategic plan and raise risks to CEO and leadership.

#### CEO EXTERNAL ENGAGEMENT:

- Lead the development of presentations and other key materials for the CEO with key stakeholders, such as the Board of Directors, funders, and partners, and for conferences.
- Create documents and reports for the CEO.
- Carry our desk research on key scientific topics identified by CEO.
- Collect and prepare background information for meetings with external stakeholders.
- Support the CEO in other external engagement activities, including ensuring effective contact management tools.

#### OPERATIONAL EXCELLENCE:

Contribute to organizational activities led by the Operational Excellence team including onboarding to promote talent growth and organizational excellence. Current projects ongoing include Leadership for

Excellence program; Scientific onboarding process, Learning and development activities, and Employee Engagement Surveys and activities.

**EDUCATION AND WORK EXPERIENCE:**

- A Master's Degree in Science in biochemistry, microbiology, immunology, vaccinology, or a related study is required; PhD is highly desirable
- 6-10 years of relevant experience is required.

**QUALIFICATIONS AND SKILLS:**

We are seeking a dynamic professional, passionate about global health and about fostering collaboration, driving execution, and with proven records of successful execution of complex (cross-functional, multiyear, multi-country, multi-million) scientific projects:

- A strong understanding of scientific concepts relative to IAVI's Research Programs (development of vaccines and antibodies, immunology, infectious diseases) is required.
- A proven track record in project management, organizational skills and time management is required. Formal training in Project Management methodologies is a nice to have.
- Demonstrated knowledge of global public health and donor-funded programming including pharmaceutical management is required.
- Ability to quickly research, analyze, and provide synthesized summaries of scientific topics is required.
- Experience writing briefs, proposals, notes, reports, agreements, and other documents is required.
- Ability to be detail-oriented, manage multiple projects, and solve practical problems within deadlines are required.
- Demonstrated ability to communicate clearly and concisely is required.
- Self-motivated and willingness to take on a variety of roles and tasks is required.
- Strong interpersonal skills and a demonstrated ability to facilitate team interactions is required.
- Full proficiency in Microsoft Office (Excel, Word, Powerpoint), Sharepoint is required.