Project Associate 50%-100%

Background information
DCVMN is an association of over 50 corporate vaccine manufacturers from 18 countries and territories that fosters international cooperation among vaccine industry in developing countries to protect people against infectious diseases by improving the availability of high quality vaccines globally.

The main activities of the project coordinated by the secretariat are to
1. Maintain and expand the membership and partnerships
2. Help organize logistics for a series of international training meetings for industry professionals
3. Coordinate annual forums for DCVMN members and international public health organizations
4. Support governance activities as well as information sharing

Duties
We seek a self-motivated professional with interest in industry in emerging countries to carry out the following:

(a) Manage corporate memberships and partnerships through database and related accounting
(b) Contact stakeholders and help coordinate activities efficiently, and keep track of related documentation, contracts, invoices and information.
(c) Assist in the preparation and coordination of meetings in various locations in developing countries, in collaboration with local partners: help develop logistics plan and identify suitable venues, develop and track budget, help draft agenda, contact faculty, as well as prepare printed materials and reports related to specific training sessions and meetings. Help collect and compile feedback on performance of trainers and trainees. Issue and distribute certificates.
(d) Support in the organization of the governance calendar. Help coordinate agenda, venue, dates, presentations and reports. Assist in the drafting and dissemination of invitations and track participants’ responses.
(e) Keep track of timelines for implementation of activities, particularly meetings and training courses.
(f) Serve as rapporteur when required, and draft minutes and conference reports; keep track of governance documentation to advisory group meetings and teleconference.
(g) Manage website information and update the institutional website including posting materials and relevant information to the membership. Assist in the follow up and integration of activities according to needs, and help compile feedback.
(h) Keep track of all institutional documentation.
(i) Assist in all tasks as needed and required.

REQUIRED QUALIFICATIONS

Must have legal residence and valid authorization to work in Switzerland.

Education:
University degree in sciences, international relations, economics, law or communication. Knowledge of global health, or biotechnology an advantage. Able to work autonomously while able to openly discuss and report work progress. Integrity and high ethical standards in communication.

Skills:
Good windows skills (Excell, word, power point) and website administration skills. Good presentation skills. Capacity to efficiently compile and analyze large amount of data.

Experience:
Previous professional experience in an NGO, or association, or public/academic institution desirable. Experience in working with countries in Asia, Africa and Latin America an advantage. Respect for multicultural differences.

Languages:
Excellent command of spoken and written English and French is a must. Chinese languages, an advantage.

Please send your electronic copy of CV and letter of interest to Executivesecretary@dcvmn.org
You will be contacted if your profile is of interest.

*Due to large number of applications we are unable to reply to all applications. Thank you for your understanding.