Background information

DCVMN is an association of over 40 corporate vaccine manufacturers from 14 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 coordinated by the secretariat are:

- Maintain and expand the membership and partnerships
- Organize a series of global training activities for industry professionals
- Coordinate annual forum for DCVMN members and international public health organizations
- Support governance activities as well as information sharing

Duties:

We seek a self-motivated academic fellow with interest in biotechnology industry in emerging countries to carry out the following:

1. Help coordinate Network activities efficiently, including website information such as posting materials and relevant information to the membership.
2. Assist in the preparation and coordination of training workshops in various locations in developing countries, in collaboration with local partners: coordinate agenda, venue, dates, presentations, reports.
3. Help develop operations plan and suitable venues, contact faculty/speakers, as well as prepare reading materials and reports related to specific training sessions and meetings.
4. Assist in the drafting and dissemination of invitations and track all participants' responses.
6. Keep track of timelines for implementation of activities and training courses.
7. Facilitate meetings evaluation based on specific performance indicators, compile, analyse and present the results in an accurate manner. Serve as rapporteur when required, and draft minutes and reports.
8. Assist in the follow up and integration of activities according to needs, and help compile surveys.
9. Keep track of all institutional documentation.
10. Support all tasks as needed and required.

REQUIRED QUALIFICATIONS

Education:
University degree in biomedical sciences, international relations, or other relevant area. Interest in global health or biotechnology. Able to work autonomously while able to openly discuss and report work progress.

Skills:
Demonstrate excellent organizational, project and time management skills, and possess high attention to detail. Proficiency in Microsoft Office applications (Word, Power Point, Excel) and other tools such as WebEx and SurveyMonkey. Capacity to efficiently compile and analyze large amount of data. Excellent verbal and written communication and presentation skills. Integrity and high ethical standards in communication at all levels.

Experience:
Previous 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. Ability to handle multiple tasks and assignments simultaneously. Legally authorized to work in Switzerland.

Languages:
Excellent command of spoken and written English and French. Asian languages, an advantage. Please send your electronic copy of CV and letter of interest to hr.noreply@dcvmn.org

You will be contacted if your profile is of interest.