

Intern 20% - 40% (remunerated)

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:

- Support in the coordination of global projects
- Support in organizing (virtual and face to face) meetings for industry and regulatory professionals
- 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. Assist in the activities related to specific projects in the field of 3Rs (Reduce, Replace, Refine animal testing) and in the organization of ad hoc workshops in various locations in developing countries, in collaboration with local partners: coordinate agenda, venue, dates, presentations, reports.
2. Help collect and compile feedback related to the ongoing 3Rs projects.
3. Keep track of timelines for implementation of activities.
4. Conduct online surveys and compile, analyse and present results to a broad audience.
5. Serve as rapporteur when required, and draft minutes and reports.
6. Assist in the follow up and integration of activities according to project plan.
7. Keep track of all project related documentation.
8. Help to develop a webpage and database to collect and anonymize results of project studies.
9. 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, biotechnology. Able to work autonomously while able to openly discuss and report work progress.

Skills:

Demonstrate excellent organizational, project and time management skills, and 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:

Some experience in laboratory work in biochemistry, immunology or pharmacology desirable. Previous experience in an NGO, association or public/academic institution 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.