

## Advance Director, Project Management at International AIDS Vaccine Initiative (IAVI)

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### Job Description

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The International AIDS Vaccine Initiative is a global not-for-profit, public-private partnership working to accelerate the development of vaccines to prevent HIV infection and AIDS.

### Position Summary:

IAVI is seeking a qualified and ambitious Director, Project Manager for the highly visible ADVANCE program! The Director, Project Management is a leader responsible for the management and execution of the ADVANCE portfolio. The Director leads project management specialists, working closely in collaboration with researchers, program managers, various stakeholders across the IAVI-ADVANCE Clinical Research Center network, and global partner institutions. The Director, Project Management serves as the key liaison driving program strategy, execution, and integration across strategic areas and flagships supporting the fulfillment of the broader mandate of ADVANCE and IAVI.

### Key Responsibilities:

#### Program Management

Manage, coordinate, and monitor program to ensure all activities under purview deliver the desirable outcomes.

Consistently assess program performance aiming to maximize return on investment and programmatic impact.

Drive cross-functional alignment on project/product strategy, tactics, and objectives to

achieve project/product specific end goals.

Identify and implement a program management system to ensure all program information is captured, documented, and readily accessible.

Work closely with the program management unit members, ADVANCE Chief of Party and SA Leads to ensure programmatic activities are properly accounted, reported, budgeted, and forecasted in compliance with IAVI, grant, and donor-specific policies.

Work closely with the Deputy Chief of Party (DCOP), operations, and legal teams, to coordinate, direct, and expedite the contracting and procurement process, resolve issues, and reconcile discrepancies.

Develop and support ADVANCE project teams to support experimental medicine trial design, execution, and reporting.

Work with M&E team to design and implement a framework to track key indicators and results related to ADVANCE to inform adjustments in project implementation.

Build strong working relations with all Strategic Areas within the ADVANCE portfolio to enhance connectivity and cooperativity across the program.

Support the building and management of key partnerships and collaborations essential for the successful delivery of ADVANCE.

Manage day-to-day project operations including organizing internal and external project meetings ensuring effective communication and record-keeping.

Work with team to proactively identify risks/issues and mitigation/solutions/contingency plans.

Provide leadership on continuous improvement of processes, quality, and rigor of program reporting.

Manage the annual work planning process in conjunction with the Chief of Party and Deputy Chief of Party, Operations.

In coordination with the ADVANCE Coordinator, support to organize, prepare for, and manage the ADVANCE external facing meetings.

Perform other tasks as assigned by the Chief of Party.

## **Team Management**

Provide oversight of Program Managers and Program Management Specialists ensuring effective program management, including reporting, grant management, organizational and donor communications.

Ensure relevant linkage of program managers to IAVI product development group and systems in the execution of clinical trials.

Lead performance management and professional development of direct reports, including continuous feedback, coaching, mentorship, and career support.

## **Requirements**

### **Education and Experience:**

A Masters in life science, Public Health, Organizational Management, or a related discipline is required; PhD in one of the above or related field is highly desired.

At least five years' work experience in a relevant role in a medical, biotech, pharmaceutical, or academic research environment is required.

### **Qualifications and Skills:**

Project Management experience in a research setting required.

Experience managing multi-center research projects is required.

Experience managing individuals is required.

Proven success in medical/academic research management and administration is required.

Proven experience in project monitoring and evaluation is required.

Proven success in servicing committees is required.

Experience managing budgets is required.

Previous work in a multicultural environment is required.

Solid reasoning and analytical skills are required.

Ability to establish and maintain good working relationships at all levels is required.

Excellent organisational skills with an ability to multitask and prioritise is required.

Excellent verbal and written communication skills is required.

Clear, concise report writing skills is required.

Computer literacy, with advanced Microsoft Office skills is required.

Previous work experience in the field of Global Health and/or HIV is desirable.

PMP certification is desirable.

A team player who leads by example, holds him/herself accountable for performance.

Flexible, committed and self-motivated.

Passion for the IAVI Mission.

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