

Program Management Specialist 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 an exceptional and ambitious Program Management Specialist, based in Nairobi, Kenya, who focuses on project management across the ADVANCE designated Strategic Area (SA) portfolio, working closely with Program and Operations teams, researchers, and a range of global stakeholders, The Specialist partners and supports operations across the IAVI-ADVANCE Clinical Research Center (CRC) network in East and Southern Africa.

Key Responsibilities:

Support the ADVANCE Leadership and Operations team to oversee project-specific activities and initiatives to advance the designated Strategic Area program implementation, outcomes, and deliverables.

Work closely with the MEL Coordinator to keep an updated record of performance milestones, electronic reports, and other MEL related documents.

Consolidate records and documentation such as proposals, reporting, risk registers, meeting minutes, lessons learned, and similar documents.

Support the establishment and maintenance of the different collaboration platforms for the

SA4 program implementation team across the global network of stakeholders.

Create readily accessible information repositories for information exchange, process, and performance reviews (ME&L).

Conduct desk research and collate information to prepare updates, briefs, and reports on the progress of projects in various formats (e.g., e-mails, letters, meeting minutes, briefings, progress reports) to donors, investigators, and the broader ADVANCE program team.

Interface with teams and departments across IAVI and the ADVANCE CRC network to support SA4 program delivery.

Maintain an updated calendar of the designated SA- implementation team meetings and key engagements.

Perform other duties as assigned by the manager.

Requirements

Education and Experience:

Bachelor's degree in life science, Public Health, Organizational Management, or a related discipline is required; An advanced degree is desirable.

Minimum 4 years' relevant work experience in a medical, academic, research environment or non-profit setting is required.

Qualifications and Skills:

Excellent verbal, written and presentation skills are required.

Strong interpersonal skills and demonstrated ability to work collaboratively with others at all levels are required.

Experience and track record of taking the initiative, follow-through, and work independently is required.

Ability to work well under pressure and manage multiple priorities while working effectively toward deadlines is required.

The ability to lead by example, adapt, and have self-motivation is required.

Prior office/administration experience and strong organizational skills with attention to detail are required.

Excellent computer skills to include Excel, Word, PowerPoint, SharePoint, are required, and other relevant software used for managing projects in a research and development environment is required.

PMP certification is desirable.

Previous work experience in Global Health/Vaccinology/Immunology/Antibody Discovery & Development is desirable.

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