



VP Portfolio & Project Management

Date posted: January 30, 2019

Location: Vienna, Austria

About Hookipa

Hookipa Pharma Inc. is a clinical stage biopharmaceutical company developing a new class of immunotherapeutics targeting infectious diseases and cancers based on its proprietary arenavirus platform that is designed to reprogram the body's immune system.

Position Summary:

We are looking for a VP Portfolio & Project Management with strong leadership skills to join our highly motivated and dedicated team at Hookipa Pharma; a Vienna-based biotechnology company developing novel recombinant viral vector vaccines against medically important infectious diseases and cancer.

In this position you will report into the Chief Medical Officer & Global Head Research & Development based in US and work closely with Vienna based Project Leaders.

Main Responsibilities:

- Defining portfolio strategy, including market research & competitive analysis, and translating strategy into executable projects
- Defining and establishing a systematic project management tool box (tools and instruments) with which all Project Leads run projects
- Managing inter-project alignment
 - Taking responsibility for achieving capital market relevant and critical milestones (key stage gates in projects)
 - Working with and monitoring Project Leads to deliver on milestones and resolve allocation conflicts between projects and between projects and functions
 - Managing the process of coordination & planning across all projects
 - Preparing all major go/no-go decisions to be taken in the R&D portfolio meeting
- Participation in and contribution to all major Project Team meetings; guiding these teams to better results
- Setting the agenda and acting responsible for efficient conduct of the 'Research & Development Portfolio Meeting'; closing the feedback to the leadership team
- Facilitating communication between departments as necessary to ensure project/program transparency. Facilitating discussions between subject matter experts to gain consensus and move projects forward
- Ensuring problem solving and decision making addressing major risks and issues by identifying, documenting, resolving, communicating or escalating to Research & Developing Portfolio Management Meeting when appropriate
- Identifying issues within project teams that may delay progress and ensuring appropriate actions to be taken to reach project milestones and goals
- Providing direct input into corporate strategic planning, development management processes, critical path issues/solutions, resource management and portfolio/project management from conception through development cycle

**Qualifications:**

- Scientific university degree, preferably a MBA
- A minimum of 7 years of experience in a pharmaceutical/biotechnology environment or in a top tier consultancy firm
- Strong track record of successfully managing complex projects
- Strong social skills
- Mature and well-balanced personality
- English as a native language or other nationality with top quartile English capabilities
- International experience

Profile:

- Convincing personality
- Strong interpersonal communication skills, self-initiative with a solution-oriented mindset
- Results oriented from experience in matrix of multi-project environment
- At ease in a dynamic, rapidly changing environment
- Capable of building and sustaining effective working relationships across countries and cultures

What we offer:

- Strong and passionate team in a very scientific environment tools and instruments for
- State of the art infrastructure
- An excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment

Minimum yearly gross salary from EUR 95.000,- (plus additional performance related bonus); depending on experience and qualification salary can be negotiated.

Starting date: As soon as possible

Contact:

If you (m/f) are interested in this challenging position, please send your CV including a cover letter summarizing your qualification and experiences to: **talent@hookipapharma.com**

For more information on Hookipa please visit www.hookipapharma.com