



Head of Strategic Talent Management

80 – 100 % FTE

Date posted: March 13, 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 Head of Strategic Talent Management to join our highly motivated and dedicated team at HOOKIPA Pharma, a Vienna-based biotechnology 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. In this position you will report to the CEO and work closely with HOOKIPA's international leadership team.

Main Responsibilities (include but are not limited to):

- Advise and coach the company's senior management regarding strategic Talent Management topics internationally (sites in Vienna, Austria, and New York, USA)
- Lead and drive employee lifecycle, design performance based incentive systems, help create an environment in which personal development is fostered, provide education and training programs, etc.
- Develop organizational strategies aiming at unlocking the innovative potential from as many employees as possible
- Shape an adequate succession planning system
- Advise management in appropriate resolution of employee relations issues
- Leverage data and analytics to help drive insights and performance metrics
- Maintain HR guidelines by preparing, updating, and recommending human resources policies and procedures.
- Work closely with the HR Admin department on several operational and administrative HR topics.

Qualifications:

- University degree (e.g. in Human Resources Management, Business or related field)
- A minimum of 7 years of experience, ideally but not necessarily in a pharmaceutical/biotechnology environment
- Proven track record of success in a similar HR role, or at least two of the following HR disciplines: Talent Management, Performance & Reward, Learning & Development, Organizational Development
- Coaching education and on-job coaching experience preferable
- Mature and well-balanced personality with strong social skills
- English as a native language or other nationality with top quartile English capabilities; good knowledge of German would be a plus
- International experience



Profile:

- Ability to build trusting and effective relationships across countries and cultures
- Proactive, able to prioritize activities to meet multiple goals/deadlines
- Strong interpersonal communication skills
- Self-initiative with a solution-oriented mindset
- At ease in a dynamic, rapidly changing environment
- Available to travel to the US (approximately 1 week per 2-4 months)

What we offer:

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

Annual minimum full-time salary of EUR 60.000,- excluding bonus; depending on experience and qualification salary can be negotiated. Starting date: June 2019

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