



Director / Project Management Lead - Collaboration Projects with Gilead Alliance

Date posted: February 2020

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 Director, Project Management with strong leadership skills to manage our collaboration projects with Gilead Sciences Inc in the therapeutic areas of HIV and chronic hepatitis B. We are inviting the candidate to join our highly motivated and dedicated team at HOOKIPA Pharma, a clinical stage biotechnology company with facilities in Vienna and New York City, which is developing novel recombinant viral vector vaccines against medically important infectious diseases and cancer. In this position you will work closely with Vienna based project members. You will also work closely with the Chief Business Officer, who serves as the Alliance Manager for the collaboration, and is based in New York City. You will also interact with counterparts working on the collaboration projects at Gilead Sciences, who work out of various offices in California.

Main Responsibilities:

- Provide project-specific planning of two complex and intertwined collaboration projects by working across all functions at HOOKIPA and with counterparts at Gilead
- Create and nurture a safe environment wherein questions can be raised, options can be debated, and true alignment can be reached
- Align project team members and drive project relevant decision-making, incl. resource allocation within an authorized budget of funds and people
- Take ownership for reaching the project goals and milestones including preparation of Go/No Go decisions
- Identify issues within project team that may delay progress and identify alternate options and associated actions to be taken or escalated to reach project milestones and goals
- Develop, manage and communicate project plans (inclusive of timelines and costs)
- Prepare meeting agendas and minutes and communicate action logs to team
- Communicate major developments (topics, issues, etc.) in the project to the HOOKIPA R&D Portfolio Committee and the collaboration Joint Steering Committee
- Utilize systematic project management tools and instruments
- Pro-actively identify opportunities to enhance productivity of the cross-company collaboration
- Train new project team members on the collaboration's goals, relevant history, and key success factors

**Qualifications:**

- University degree, preferably in a scientific field
- A minimum of 7-10 years of experience in a pharmaceutical/biotechnology environment, with a significant portion of that time working on development stage projects
- Strong track record of successfully managing complex projects
- Excellent people management skills, inclusive of managing interpersonal dynamics, identifying “hidden” or unspoken concerns, and motivating people
- Mature and well-balanced personality
- Excellent working fluency in English
- International experience
- Prior experience working in a cross-company collaboration is a strong plus
- Experience in virology, immunology and/or vaccinology is a plus

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
- State of the art infrastructure
- An excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment

We are required by Austrian law to post a minimum salary. The minimum monthly gross salary for this position is EUR 5.265,- based on fulltime (40 hours per week); depending on experience and qualification salary can be negotiated. In addition, we offer a performance-related bonus payment and participation in our stock option compensation program.

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**