



## **Director Program Management (m/f) - Immune-Oncology Program**

**Date posted:** August 05, 2020

**Location:** New York City, USA

### **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, Program Management with strong leadership skills to manage our most advanced immune-oncology program. 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 equally close with Project Team Members based in New York City and Vienna. You will also work closely with the Line Function Heads and the Therapeutic Area Head based in one of the two locations.

### **Main Responsibilities:**

- Provide program-specific planning by working across all functions at HOOKIPA
- Create and nurture a safe environment wherein questions can be raised, options can be debated, and true alignment can be reached
- Align program 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 other decision bodies as requested
- Utilize systematic project management tools and instruments
- Pro-actively identify opportunities to enhance productivity and program value
- Train new project team members on the program goals, relevant history, and key success factors

**Qualifications & Skills:**

- University degree 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 programs
- Excellent people management skills, inclusive of managing interpersonal dynamics, identifying “hidden” or unspoken concerns, and motivating people
- Mature and well-balanced personality
- International experience, inter-cultural awareness and used to working across time zones
- Experience in virology, immunology, oncology and/or vaccinology is a plus

**Your Profile:**

- Convincing personality
- Strong interpersonal communication skills, self-initiative with a solution-oriented mindset
- Results oriented from experience in matrix of multi-program 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 offer a comprehensive package with competitive salary, paid holidays and sick leave, along with a full range of medical, dental/vision insurance and 401(K) plan. 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) as well as your credentials to: **talent@hookipapharma.com**

For more information on HOOKIPA please visit [www.hookipapharma.com](http://www.hookipapharma.com)