

Position	Project Coordinator/Junior Project Manager
Reports to	Senior Programme Manager
Key Responsibilities of Role	
<p>Main purpose of job:</p> <p>Assisting the Senior Programme Manager in organising our ongoing projects. This task involves monitoring project plans, schedules, budgets, and expenditures, organizing and participating in internal and external meetings, and ensuring that project deadlines are met in a timely manner.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Maintaining and monitoring project plans, project schedules, work budgets and expenditures. • Organising, attending and participating in internal and external meetings. • Documenting and following up on important actions and decisions from meetings. • Preparing necessary presentation materials for meetings. • Ensuring project deadlines are met. • Determining project changes. • Providing administrative support as needed and undertaking project tasks as required. • Ensuring projects are within scope and all documentation is maintained appropriately for each project. 	
Other Responsibilities of Role	
<p>Personal Abilities and Traits:</p> <ul style="list-style-type: none"> • Demonstrates personal drive and goal orientation. • Self-motivated taking personal pride in delivering on personal and corporate objectives. • Enthusiastic and flexible to change. • Demonstrates organisational and prioritisation skills to manage a diverse workload. • Able to interact with individuals at all levels of the organisation. • Good communicator, both orally and in writing, with an eye for detail/accuracy. • Reliable and trustworthy. 	

- Keen to learn new skills and gain knowledge within the field of vaccines.

Qualifications and/or experience required to perform the role**Essential Knowledge, experience and skills:**

- BSc or equivalent experience in science/technical or project management.
- Excellent written and verbal communication and presentation skills.
- Able to multi-task and work with multiple team members.
- Must be detail orientated.
- Excellent organisational and interpersonal skills.
- Ability to work effectively both independently and as part of a team with a “can do” attitude.
- Competency in Microsoft suite applications including Word, Excel, and PowerPoint.
- Ability to work on tight deadlines.

Desired skills:

- Experience in virology and/or Infectious Disease studies.
- Ability to use MS Project and track timelines.
- Experience or understanding of biologics manufacturing to GMP.
- Working with external CMOs and experts in the delivery of projects.
- Commercial awareness, interpersonal and negotiating skills.