

Technical Assistant – Human Organs, Physiology and Engineering Program

Wellcome Leap is looking for a Technical Assistant for the **Human Organs, Physiology, and Engineering (HOPE)** program, that will work in close collaboration with the Program Director in the planning and coordination of program activities and deliverables.

HOPE is \$50 million program that brings experts in the life sciences and engineering together from across universities, foundations, and companies, and that aims at developing human organs and platforms that accelerate and scale new treatments. A team of performers is actively led by the Program Director, which sets clear goals and orchestrates research activities towards scientific breakthroughs.

Main responsibilities of the Technical Assistant:

- Programmatic tracking, deliverable collection, analysis and logging, communications with performers and support personnel, task scheduling.
- Administration and tracking of multiple program contracts and research agreements.
- Tracking of program and performer funds, goals and milestones.
- Planning and execution of meetings, workshops, teleconferences and conferences (agendas, scheduling, preparing minutes, maintaining dashboards, creating & maintaining appropriate visual management and following-up with team members on action items).
- Preparation of scientific and technical briefings, reports, visuals and information sourcing in support of the Program Director's functions.
- Maintain knowledge management infrastructure, ensure appropriate archiving and access to shared information and critical program documents.

Qualifications:

- BS/BA required, or Master degree (Life Sciences or Engineering/Technical field of study).
- Minimum of 3-5 years of work experience in life science research and/or industry.
- Experience in program/project coordination and technical assistance, especially in the bioengineering space.
- Experience in coordination of research collaborations involving multi-disciplinary teams across public and private sectors is preferred.

Skills and competences:

- Organizational and project coordination skills to manage a wide range of incoming requests and responsibilities.
- Proficient with file-sharing, virtual communication and bibliographic management platforms.
- Solution-driven, proactive process streamlining.
- Comfortable working with minimal supervision and also working in a team setting.
- Excellent written and oral communication skills (English).

Location: Switzerland

Start date: January 2021

Applications are open

Send your resume at amoisan@wellcomeleap.org

About Leap Wellcome Leap builds and executes bold, unconventional programs, funded at scale. Programs that aim to deliver breakthroughs in human health over 5 – 10 years. Founded by the Wellcome Trust in 2020 as a US nonprofit with initial funding of \$300 million, Leap programs target complex human health challenges with the goal of achieving breakthrough scientific and technological solutions. Operating at the intersection of life sciences and engineering, Leap programs require best-in-class, multi-disciplinary, global teams assembled from universities, companies, and nonprofits working together to solve problems that they cannot solve alone.