

## Contracts Manager

**100%** starting immediately

**Location:** Geneva, Switzerland

### Organization:

FIND is an international non-profit organization based in Geneva, Switzerland, dedicated to R&D activities to expand and accelerate access to new diagnostic technologies, and to build global capacity for diagnostic testing for poverty-related diseases in low- and middle-income countries. FIND's vision is a world where diagnosis guides the way to health for all people. The FIND team is devoted to driving the development, clinical trialing, and early implementation of innovative diagnostic solutions that can have a high impact on patient care and disease control in low-resource settings.

### Summary:

The Contracts Manager will work with a small contracting team, which is housed in the operations unit, to support the development of standard contractual agreements. FIND employs a product development and delivery model (PDP), which translates into a significant part of our work being done through partnering agreements. We currently have contracts with ~180 different partners or service providers that range from academic institutions, clinical trial sites, research laboratories, commercial IVD manufacturers and software developers, Ministries of Health in low- and middle income countries, non-profit implementers and various independent experts and consultants.

The Contracts Manager will work closely with a senior contracting and business development specialist in the team, as well as the director for operations, a contracts officer, and an administrator. The Contract Manager will be providing direct “across the table” negotiation support, in an international context, to FIND's programmatic teams in their contract development, and will advise the programmes in their strategies for both academic and commercial partner management. There are significant existing resources in terms of contracting templates and precedent examples to work from, and he/she will be provided with close mentoring by the senior contracting and business development specialist, and guidance from the operations team. He/she will report to the Operations Director.

### Responsibilities: (listed in order of importance and/or time spent)

1. With the contracts and programme teams at FIND, develop and finalize contracts for programmatic work.
2. Directly negotiate, with project teams, contracts with partners or service providers, expected to be mainly with European and US-based academic and commercial partners.
3. Review and “QC” contracts that come out of the programmes.
4. Work with the contracts team to improve and streamline contracting processes to deliver high-quality vehicles for carrying out daily business at FIND, with short turn-around time.
5. Participate in training sessions that are regularly provided to the business units at FIND to improve contracting practices.
6. Participate in risk management in contracting, and trouble-shooting for complex contractual or legal issues that might arise from contracting.

### Knowledge and skill requirements:

1. Ideally a background in Medical Devices /IVD industry at a business development level, and with a solid understanding of product development and basic understanding of manufacturing cost accounting and of international QMS requirements. *[FIND will consider candidates who come from a product development background in other sectors who are wanting to make a change and are looking for a career path in IVD sector]*

2. Commercial level contract development in an international environment
3. Three to five years experiences in a similar position
4. Basic understanding of licensing, IPR including patents, software and data base Copyrights/Copylefts, and general copyright and FTO (ideally but not mandatorily in the human infectious disease diagnostics arena).
5. Licensing/acquisition in an international environment
6. Excellent written skills in English. French an asset

**To apply:**

Please mail your motivation letter, a CV (max. 2 pages), and 3 references to [hr@finddx.org](mailto:hr@finddx.org) by end of day **29 March 2019**.

(But don't wait until the deadline! We will start screening right away and if we find the right person, we'll stop searching.)

*Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.*