Deputy Head, Biobank

Position: 100%, starting immediately
Short-term contract to December 2022

Location: Geneva, Switzerland, FIND headquarters (potential for remote work pending applicant and location)

Reporting to: Head of Data Services & Biobank
FIND is a leading non-profit organization based in Geneva, Switzerland dedicated to R&D activities to expand and accelerate access to new diagnostic technologies, and to building global diagnostic testing capacity for poverty-related diseases in low- and middle-income countries (LMICs). 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. The diseases on which we have been working include COVID-19, tuberculosis, malaria and fever, hepatitis C, several neglected tropical diseases, AMR and pandemic preparedness.

Job summary
The Deputy Head, Biobank (DHB), reporting to the Head of Data Services & Biobanking (DSB), is responsible for all activities related to the FIND specimen collections. This includes the oversight of the daily activities of the collection sites, from the management and development of grants to the implementation of collections and the distribution of samples, aligning with FIND’s strategic vision of a network-based biobanking model to support diagnostic R&D and surveillance in LMICs. The DHB is also responsible for planning, organizing and directing the biobanking activities of the team staff to support the current and long-term strategic goals and objectives of the organization, across all disease programmes, while providing advanced scientific input that is aligned with diagnostic industry needs.

Tasks and responsibilities:
- Management of the daily activities of FIND’s collections, ensuring current projects are on-track and milestones and deliverables are achieved
- Development of new collection projects, from initial conception to implementation, including, but not limited to, the selection of collaborators, the setup of contracts and budgets, the coordination of necessary logistics, the development of specific protocols and procedures, the allocation of resources and the support to local capacity building
- Interaction with FIND’s leadership, heads of programmes and technology leads to advise on the development of overall long-term biobanking goals and strategic vision, including new collections to adapt to diagnostic needs
- Contribution to the development and refinement of FIND’s biobank strategy, including components related to compliance with ethical requirements and the Nagoya protocol
- Development of FIND’s virtual biobank model, identifying opportunities for external biobanks to be included in the current network
- Management of the activities of FIND’s biobanking staff
- Definition, tracking and management of dedicated budgets
- Definition, measurement and reporting of biobanking KPIs (internal and external) that are aligned with FIND’s strategy, and compilation of yearly reports
• Development, maintenance and implementation of policies, procedures, and protocols to acquire, process, characterize, store and distribute samples
• Development, maintenance and implementation of appropriate processing methods for biospecimens collected (incl. related validation plans) and of quality control procedures
• Identification of new relevant opportunities for grants and partnerships with academic and medical institutions, and other initiatives to feed in the long-term sustainability plan of the biobank
• Supervision of the relationship and performance of key external service providers
• Representation of FIND in external meetings for topics related to biobanking (meetings with partners and donors, convenings, conferences, workshops) and in relevant publications
• Identification of risks and issues related to biospecimen collection, processing and/or storage

Desired profile:
• University degree in biology or biobank-related field
• Proven experience in a management role in biobanking, ideally focused on infectious diseases in LMICs, with a focus on global health
• Experience in working in regulated environments, including GCP and GLP standards, and specific requirements of biobanking
• Excellent scientific and technical writing skills in English, additional languages (Spanish, French, Portuguese) an asset
• Understanding of technical development of diagnostics and how biobanking can support it
• Experience as clinical site monitor and in clinical trials of benefit, especially in LMICs
• Understanding of data science principles in order to enhance biobank data flow and processes

Soft skills:
• Flexible and able to multi-task; capable of setting and adapting to priorities
• Able to work well in teams of multi-cultural backgrounds; effective communication
• Strong leadership qualities and interpersonal skills, with a desire to grow in your career
• Disruptive creativity, ability to independently propose and drive innovative concepts
• Able to work collaboratively without close supervision, as well as to work under pressure and meet tight timelines on a results-oriented basis
• Interest and understanding of ethical and legal aspects of biobanking

To apply:
Please send your application to hr@finddx.org by 15 April 2021. The application must include:
  o a complete curriculum vitae
  o a motivation letter
  o an acknowledgement letter, answering the following questions:
    1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify.
    2. Have you ever been terminated or separated (e.g., contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation, or sexual abuse?
3. Have you ever resigned while under investigation or during disciplinary proceedings?

Confirmation of the following declaration of understanding:

4. I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.

5. I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Please note that due to high volume of applications, ONLY short-listed candidates will be contacted.

FIND values diversity among its staff and aims to achieve gender equality both through gender parity at all levels of the organization and promoting a gender dimension in all its work. We welcome applications from women and men, and those with disabilities.

“We, at FIND, believe that diversity makes us better, so please apply with pride in who you are and help us build a more inclusive workplace. “

Read more here: https://www.finddx.org/policies/