

## Job Opportunity at DCVMN – Assistant Manager: Training Administration & Event Management

**Location:** Gurugram, India

The **Developing Countries Vaccine Manufacturers Network (DCVMN)** is a **voluntary, public health-driven alliance** of **48 vaccine manufacturers** from developing countries. We are dedicated to the **research, development, manufacturing, and supply of high-quality vaccines** that are accessible and affordable, protecting populations worldwide against both known and emerging infectious diseases.

To achieve its mission, DCVMN focuses on **strengthening vaccine manufacturers** through knowledge-sharing programs, technical training, promoting technology transfer, and educating global stakeholders about the availability of safe and effective vaccines produced by manufacturers in the developing world.

As part of our **global expansion program**, DCVMN is seeking a **talented, self-driven professional** to join our Secretariat as **Assistant Manager: Training Administration & Event Management**. This is a **full-time role (100% FTE)** based in **Gurugram, India**.

**Job Purpose:** As an integral member of the DCVMN Secretariat, the Assistant Manager will play a pivotal role in advancing DCVMN's mission by coordinating training programs and events aimed at enhancing the professional development and technical capacity of member companies' workforces. This role involves collaborating with global agencies, effectively utilizing and monitoring grant funds from multilateral funding organizations, and delivering high-impact programs to strengthen member companies' capabilities—all contributing to the overarching goal of achieving global vaccine equity.

**Reporting:** The position reports directly to the CEO of DCVMN.

### **Duration & Compensation:**

Position initially will be for a period of 1.5 years from Jan 1<sup>st</sup>, 2025 until June 30<sup>th</sup>, 2026. The compensation will be a fixed salary commensurate with qualifications, experience, and expertise, in line with standards for not-for-profit organizations.

### **Key Responsibilities:**

The Assistant Manager - Training Administration & Event Management, will support key DCVMN initiatives and global projects, including, but not limited to:

#### **Training Program Administration**

- a. Coordinate and execute training programs and workshops organized by DCVMN.
- b. Develop training materials, presentations, and other resources to support effective delivery.
- c. Manage participant registration, communication, and logistics, ensuring a seamless experience.
- d. Maintain detailed records of training activities, feedback, and evaluations to support continuous program improvement.

- e. Collaborate with the Senior Manager – Training to:
  - Identify training needs of member companies.
  - Establish clear learning objectives and strategic initiatives.
  - Develop action plans for implementation and follow-up.
- f. Plan and deliver training programs as advised by the CEO (including but not limited to venue, cost, infrastructure, budgeting, monitoring, evaluation etc.).

### **Event Management**

- a. Plan, coordinate, and execute DCVMN events, including:
  - Annual General Meetings (AGM).
  - Global conferences, workshops, and stakeholder meetings.
- b. Liaise with venues, vendors, and service providers to secure spaces, catering, audiovisual equipment, and other event services.
- c. Maintain timelines, budgets, and logistical plans to ensure all events are well-organized and executed to the highest standard.
- d. Track event expenditures, registrations, and feedback to support grant reporting and financial accountability.

### **Member & Stakeholder Engagement**

- a. Engage with member companies, academic institutions, research organizations, and industry partners to facilitate program participation and feedback.
- b. Proactively manage time-bound goals and deliverables, ensuring alignment with DCVMN's strategic objectives.

### **General Secretariat Support**

- a. Provide administrative and programmatic support to the DCVMN Secretariat as required, including tasks assigned by the CEO.

### **Skills and Qualifications:**

- **Education:** Master's degree from a recognized university/institution, preferably in Learning and Development, Public Health, or a related field.
- **Experience:**
  - 3-5 years in a similar role, ideally in an international or multinational setting.
  - Experience working with global public health agencies, 2-3 years such as WHO, UNICEF, GAVI, CEPI, or BMGF is highly desirable.
- **Technical Skills:**
  - Advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
  - Experience with e-learning platforms and program management tools.
- **Competencies:**
  - Strong written and verbal communication skills in English (fluency in an additional language is a plus).
  - Excellent organizational, time-management, and problem-solving skills.
  - Proven ability to work effectively in multi-stakeholder, international environments.
  - Advanced capabilities in organizing training, drafting reports and making presentations

- Energetic, proactive, and capable of independent work while collaborating effectively with teams.
- Demonstrated ability to handle multiple projects and deliver high-quality outcomes under time constraints.

#### **Requirements:**

- Willingness to travel internationally as needed; a valid passport is required.
- Experience in the vaccine industry is an advantage but not mandatory.
- Exposure to international relations, business development, or coaching/training will be preferred.

#### **How to Apply**

Interested candidates are invited to send a **detailed CV** and a **cover letter** (in English) to [r.suri@dcmn.net](mailto:r.suri@dcmn.net) no later than **December 22, 2024**.

**Note:** Candidates who have applied to DCVMN positions within the past year are kindly requested not to reapply.

#### **About DCVMN**

At DCVMN, we are driven by the mission to ensure global vaccine equity by strengthening the technical and operational capabilities of vaccine manufacturers worldwide. Join us in this impactful role and contribute to safeguarding public health globally.