



IFPMA is the global trade association that represents over 30 research-based pharmaceutical companies and over 50 national and regional trade associations. Based in Geneva, Switzerland, IFPMA has official relations with the United Nations. Our mission is to promote policies, dialogues and initiatives that encourage the development of and patient access to medicines and vaccines globally as part of sustainable healthcare systems. In this role, the Manager, Regulatory Affairs, will work closely with IFPMA's Director and Associate Director for Regulatory Affairs, its Regulatory Science Committee, the Africa Regulatory Network (ARN) and its subteams, its broader membership and related key external stakeholders.

This is an excellent opportunity for the right candidate to join IFPMA's Regulatory team and its work on driving policy and advocacy activities to encourage regulatory harmonization and regulatory system strengthening and promote timely access to safe efficacious and high-quality medicines and vaccines on the Africa continent.

**Position title:** Manager, Regulatory Affairs

**Place of work:** Geneva, Switzerland

**Reporting line:** Associate Director, Regulatory Affairs

**Publication date:** 16 October, 2023

**Application deadline:** 17 November, 2023

**Start date:** January 2024

**Job description:**

The Regulatory Affairs Manager coordinates and supports IFPMA members in developing policy positions, public affairs programs, and manages regulatory policy related tasks and projects within budget. This includes project management, strategy development and implementation, organization of ARN meetings, and support on policy, technical and regulatory aspects of global and Africa related activities. The Manager will also represent IFPMA's members in discussions with external stakeholders and promote sustainable regulatory policies.

**Responsibilities:**

- Facilitate development of ARN work program and action plans in consultation with related subteams, working groups and Regulatory Science Committee.
- Create key documents (policy and position papers), submissions and correspondence in area(s) of responsibility by coordinating IFPMA's constituency consultation and consensus building.
- Apprise Senior Management of relevant activities/outcomes and engages constructively within the organization's Regulatory Team.
- Support IFPMA members in external regulatory engagement at national, regional and continental levels in Africa as well as assuring interconnectivity with IFPMA trade association groups.
- Represent IFPMA at external meetings and coordinate member preparation (including member briefings).
- Ensure compliance with all IFPMA policies and procedures.

**Profile:**

- Recognized advanced University Degree (Masters) in relevant field such as regulatory science, pharmacy, biochemistry, health policy, public health (MPH), or similar discipline. Other tertiary qualification is an advantage.
- At least 4-7 years of relevant experience, with significant time spent in the appointed area of responsibility.
- Experience working on healthcare policy topics, government affairs or policy function in a pharmaceutical company.
- Used to working in cross-functional teams, coordinating and facilitating committee meetings.
- Experience managing consultants.
- Exposure to the dynamics of the public affairs, policy, diplomatic, NGO and trade association environment.
- Understanding of the pharmaceutical industry, operation of pharmaceutical companies and representative associations.
- Experience preparing and delivering presentations to a range of audiences.
- Strong knowledge of issues in assigned area of responsibility with the ability to think creatively, identify/exploit synergies and ensure alignment for the delivery of first-rate results.
- Advocacy ability and communication skills (written and oral) for effective engagement.
- Ability to multi-task and work both independently and collaboratively with strong analytical and project management capabilities.
- Ability to build and develop strong relationships with key stakeholders.
- Fluent in English (native English level). Other languages are an asset.
- Excellent knowledge of common software environments.
- Valid work permit for Switzerland required.

**Additional information:**

As an organization driven by our values of Care, Fairness, Respect, Honesty and Trust, IFPMA is committed to diversity and inclusion within its workforce and encourages applications from all qualified candidates regardless of race, gender, ethnicity, sexual orientation, religion or disability.

Applications for the position (CV and motivation letter in English) should be provided to [job@ifpma.org](mailto:job@ifpma.org) by no later than November 17, 2023