



30 APRIL 2026

# Job Title: Events Manager

**Location:** Geneva, Switzerland

**Reporting Line:** Deputy Director, Communications

**Employment Type:** Full-time

**Publication Date:** 8 May 2026

**Application Deadline:** 15 June 2026

**Start Date:** asap

## IFPMA – Who we are:

IFPMA represents the innovative pharmaceutical industry at the international level, to multilateral organizations and in official relations with the United Nations. Our mission is to champion pharmaceutical innovation and drive policy that supports the research, development and delivery of health technologies. We do this as a trusted partner, bringing our members' expertise to create sustainable solutions that advance global health. Our vision is that scientific progress translates into the next generation of medicines and vaccines that deliver a healthier future for people everywhere.

Being part of the IFPMA team means being a representative of the international innovative pharmaceutical industry in the global health community. You will play a vital role in shaping global health policy that improves innovation and access to existing and newly discovered medicines and vaccines for people, communities, and nations worldwide.

## Primary purpose of the position:

The Events Manager is responsible for the end-to-end planning, coordination and delivery of IFPMA's conferences, meetings and discussion platforms, across virtual, hybrid and in person formats.

Reporting to the Deputy Director, Communications, this role works across policy, communications and governance, and ensures that IFPMA's events are strategically focused, well-designed and flawlessly executed, supporting the organisation's role as a convening platform and thought leader shaping global discussions and policies.

In addition to external conferences and stakeholder events, the role has operational responsibility for key governance meetings, including high level executive board level meetings, ensuring consistency, rigour and professionalism across all senior level convenings.

## Key responsibilities

- Coordinate IFPMA's external events programme, including flagship events at key milestones.
- Lead the delivery of virtual, hybrid and in-person events, in collaboration with policy and communications colleagues across IFPMA. To include:
  - Venue sourcing and site visits
  - Vendor liaison (AV, catering, interpretation, security)
  - Registration processes and platforms
  - Virtual and hybrid platform setup
  - Act as primary on-site contact during the event.
- Develop and maintain oversight of a stakeholder database, ensuring compliance with data protection laws, accurate segmentation and utilisation for event invitations, registrations, and on site coordination.
- Coordinate the logistics and organizational delivery of in-person and virtual senior executive meetings, including IFPMA Council meetings (twice annually), including oversight of:
  - Registration and attendance tracking
  - Venue, AV, catering, security, transportation and accommodation coordination
  - Circulation lists and communication channels for senior stakeholders
  - Support preparation of governance meeting materials from a logistical and organisational perspective (e.g. participant lists, biographies, briefing packs).
- Event design to foster high-quality dialogue and audience engagement, including to foster thought leadership engagement and hybrid meeting formats.

- Build and maintain strong relationships with venues and vendors, both in Geneva and acting as the bridge between IFPMA teams and local organisers.
- Coordinate delivery of event communications plans to drive registrations and engagement, including management of IFPMA events webpage.
- Support broader corporate communications linked to events where relevant, working closely with the communications team.
- Post event evaluation, including analysis of participation and engagement metrics; post-event reports, identifying successes and areas for improvement; and application of learnings systematically across future events and share insights with relevant teams.
- Maintain accurate and up to date mailing lists for governance bodies (board members, executives, assistants), implementing regular audits and clean ups.

## Qualifications & Requirements

- Demonstrable 5-8 years relevant experience in event and project management, ideally within a public policy environment, organising senior-level events, conferences or policy convenings.
- Strong vendor management and negotiation skills.
- Excellent organisational skills, with the ability to manage multiple events in parallel.
- Calm under pressure, with strong problem-solving capability.
- Pursues excellence in performance, with results orientation, commitment and accountability.
- Confident communicator, comfortable working with senior leaders and external stakeholders.
- Experience with virtual and hybrid event platforms (e.g. Zoom, Teams), registration tools and audience engagement technologies.
- Curiosity and adaptability, with an interest in new event formats and technologies.
- Fluent in English (oral and written); other languages (e.g. French) are an asset
- Candidate must hold an EU passport or otherwise demonstrate the legal right to work in Switzerland

As an organization driven by our values of Integrity, Respect and Excellence, IFPMA welcomes diversity and fosters an inclusive workplace where individuals are valued and empowered to thrive. We encourage applications from all qualified candidates regardless of race, gender, ethnicity, sexual orientation, religion, or disability.

Applications for the position (CV incl. motivation letter in English) should be provided to [job@ifpma.org](mailto:job@ifpma.org) by 15 June 2026.