

Job Title: General Counsel and Executive Director for Operations

Location: Geneva, Switzerland

Reporting Line: Director General

Employment Type: Full-time

Publication Date: 9 January 2025

Application Deadline: 12 February 2025

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 becoming a representative of the international innovative pharmaceutical industry in the global health community. You will play a vital role in working with IFPMA internal policy teams and pharmaceutical company members to shape global health policy, thereby improving innovation and access to existing and newly discovered medicines and vaccines for people, communities, and nations worldwide.

Primary Purpose of the Position:

The General Counsel and Executive Director for Operations reports to the Director General and is responsible for all legal matters, finance & administration, HR and general operations of the organization.

Key Responsibilities:

- Oversee the teams responsible for Finance & Administration, IT and HR
- Oversee internal policies and contract management
- Oversee internal governance
- Ensure regulatory and legal compliance, including in matters of competition law for IFPMA while working in collaboration with its member companies

Chemin des Mines 9

1202 Geneva

Switzerland

+41 22 338 32 00

info@ifpma.org

ifpma.org



@IFPMA



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- Support the Director General in organizational development and culture
- As a member of the Senior Leadership Team (SLT), work in partnership across the organization, including with all policy areas (Innovation; Global Health; Vaccines; Ethics and Business Integrity), and with the Advocacy and Communication teams at IFPMA, to ensure strategic alignment, and seamless implementation.

Qualifications & Requirements:

- University degree - Master level or higher in law.
- More than 15 years' experience within the pharmaceutical industry, or in a related area such as a Clinical Research Organization or Product Development Partnership.
- Solid understanding of pharmaceutical industry operating framework and of competition law.
- Experience working in a Swiss organization and with Swiss employment laws and regulations is desirable.
- Previous experience successfully leading multi-cultural teams, or organizations.
- Ability to deal with complex management issues both regarding staff and membership.
- Excellent communication, representation and negotiation/diplomacy skills.
- Fluent level of English, both written and spoken. A second language, such as French, is highly desirable.
- Valid work permit for Switzerland is desirable.

Leadership Attributes:

- Self-awareness and empathy.
- Excellent listening and perception.
- Resilience - ability to work under pressure and deal with conflict.
- Ability to focus and prioritize.
- Problem-solving - ability to navigate complexity; synthesize and structure information to provide clear, succinct narrative and strategic analyses, and recommended actions.
- Inclusive, team player - seeking win-win solutions.
- Curiosity and desire for constant improvement.
- Ability to give and receive constructive feedback.

IFPMA is committed to inclusion and diversity 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 incl. motivation letter in English) should be provided to job@ifpma.org by 12 February 2025.

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