



Osivax is a clinical-stage biotech company leveraging its novel platform technology, oligoDOM®, to develop transformative, first-in-class pan-respiratory virus vaccines. Osivax's lead candidate is a "universal" influenza vaccine, which is currently in Phase 2 clinical trials with over 1,100 subjects tested and encouraging efficacy proof of concept data. Beyond Influenza, Osivax is using its technology to be expanding into other infectious disease indications through combinations and collaborations worldwide.

We are looking for a:

**Project Management Office (PMO) Manager (M/F)**  
**Based in Lyon, France (69)**  
**Full-time employment**

Under the responsibility of the Chief Business Development and Operating Officer, you will actively contribute to the set-up and management of the Project Management Office, overseeing the planning, execution, and delivery of the projects. This role is responsible for establishing and maintaining project management standards, ensuring alignment with organizational goals, and optimizing project performance across various functions, including research and development, clinical trials, and product development. The PMO Manager plays a crucial role in maintaining project documentation, facilitating collaboration, and supporting the overall efficiency of the project management process.

**YOU JOIN OSIVAX FOR THESE MISSIONS:**

**Set-up and continuous improvement of the Project Management Office (PMO):**

- Develop and implement PMO strategy and framework that align with the company's goals, objectives and values, especially agility
- Establish project management processes, tools, and methodologies to improve efficiency and effectiveness and ensure agility within and across projects
- Ensure the continuous improvement of project management processes, tools, and methodologies, ensuring that they are properly configured to ensure agility and used effectively by project teams
- Mentor the project managers, fostering a culture of collaboration and continuous improvement

**Stakeholder Communication and Change Management:**

- Collaborate with senior management to prioritize projects requiring a dedicated Project Management
- Work with senior management to ensure change management at all levels of the organization to support the successful and agile implementation of the PMO
- Conduct training sessions and workshops to enhance project management culture, skills and knowledge with the Project Managers and relevant transversal team members (R&D, Clinical, CMC, Regulatory...)
- Support the identification and sharing of best practices in project management, helping to foster the PMO culture and increase efficiency
- Provide and gather feedback and suggestions for improving project management practices based on lessons learned

**Project Oversight:**

- Assist in the planning, coordination, and execution of projects across various departments, including R&D, clinical development, CMC and regulatory affairs
- Organize and facilitate project meetings, including preparing agendas, coordinating schedules, and documenting key decisions and action items.
- Track project timelines, deliverables, and milestones, ensuring that all tasks are completed on schedule
- Contribute to building solutions with the project team, identify and suggest smart and agile ways to reach the objectives
- Identify and mitigate project risks and issues, ensuring timely resolution and, escalating them to the COO or relevant stakeholders as necessary
- Facilitate communication among project teams, stakeholders, and external partners, ensuring that all parties are informed of project status, risks, and issues
- Maintain project documentation, including project plans, status reports, and meeting minutes, ensuring they are up-to-date and accessible
- Prepare and distribute regular project status reports, highlighting progress, risks, and any required actions
- Serve as the primary point of contact for project-related communications and reporting

**YOUR BACKGROUND & PROFILE ARE:**

**Education:** Bachelor's degree in Life Sciences, Biotechnology, Business Administration, or a related field. Advanced degrees (e.g., MBA, MS) or project management certifications (e.g., PMP) are a plus.

**Experience:** Minimum of 5-7 years of experience in project management, with at least 3 years in a biotech or pharmaceutical environment.

**Skills:**

- Proven experience in managing complex projects and leading cross-functional teams
- Strong understanding of biotech environment, including drug development, clinical trials and regulatory requirements
- Flexibility: Ability to adapt to changing project requirements, priorities, and industry trends.
- Excellent organizational, analytical, and problem-solving skills
- Proficiency in project management software and tools (e.g., Microsoft Project, Asana, Jira)
- Exceptional communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels

*If you think your profile could match, please send your application to [smolinari@osivax.com](mailto:smolinari@osivax.com)*