

Program Manager (80%)

At Impact Hub Basel we are running various programs centered around our focus SDGs:

- Good health and well-being
- Quality education
- Gender equality
- Decent work and economic growth
- Responsible consumption and production

As a Program Manager your job is to ensure our programs run smoothly, thereby executing a broad variety of tasks including program operations (including budget management and reporting), logistics, marketing and communications, account management and ecosystem engagement. At the same time, we would like your help in creating processes and documenting best practices in order to build our programs capability and ensure successful program execution in the future.

[Innovators for Children](#) is a collaborative effort between Impact Hub Bucharest, Impact Hub Basel and Fondation Botnar, supporting early-stage startups focusing on improving the health and well-being of children and young people in Romania. The program is implemented by Impact Hub Bucharest in Romania and Impact Hub Basel brings in the knowledge, expertise and connections from Basel, the Swiss epicenter of health and life sciences. By having the two impact hubs work together we connect our ecosystems and enable a knowledge transfer, for example through a Swiss ecosystem visit for the program participants in October.

[Lafiya Innovators](#) is a collaborative effort between Impact Hub Basel, Impact Hub Accra, Impact Hub Dakar and the African Health Innovation Centre. The program will support and accelerate health startups in Ghana and Senegal, and at the same time strengthen the local health capability and ecosystem by bringing together local and global health stakeholders. As the program manager you will work closely with the local implementation partners to develop and track the progress of the program, keeping in mind a possible expansion to other countries in future editions.

For the role of the Program Manager you should have experience in:

- The startup field – ideally you have already run an incubator or accelerator program and you understand how to measure its success.
- International Project Management – in order to develop and run the program successfully with implementation partners located in different geographical locations with various cultural backgrounds, and to reach the program goals while keeping within the budget.
- Event management – in order to plan and execute ecosystem visits.

- Stakeholder management – in order to collaborate and communicate in a professional, approachable and effective manner with a broad range of local and international stakeholders.

It would be extra awesome if you also were:

- Culturally sensitive – you enjoy working with and learning from people with different cultural backgrounds
- A doer – you can easily switch between strategic thinking and execution, taking high-level ideas and turning them into well-organized and easily-understandable documents and materials.
- A problem-solver – you are comfortable making decisions around prioritization and program execution and enjoy figuring out the best way to move things along.
- A quick learner – you enjoy doing things for the first time and extracting the learnings from a new situation to improve the process for next time.
- Impact-driven – you have a passion for social entrepreneurship and innovation and are driven by the idea of making a positive impact in the world.
- preferably speak and write French
- preferably have a demonstrated understanding of global and public health topic

We are offering a 80% Pensum at a salary-range of CHF 5'000 - 6'000.- brutto (12x), starting date as soon as possible. However, if you are interested in a variable starting Date or variable starting Pensum we are looking forward to discussing with you which opportunities are possible. We also encourage Jobsharing-applications.

If we have piqued your interest and the above resonates with you, go ahead and send us your CV and cover letter until **6th of December 2019** to basel@impacthub.net. We look forward to hearing from you!

Impact Hub Basel Team
Nov. 2019