Celyad Oncology is looking for a **(Senior) Program Manager**. The successful candidate will be based in Mont-Saint-Guibert and will report into the **Chief Medical Officer (CMO)**.

As (Senior) Program Manager, you will join a newly created team and take responsibility to oversee the coordination and administration of all aspects of an ongoing program/multiple programs and will be accountable to lead, plan and organize program activities and to establish priorities within the program, to achieve global strategic objectives.

Role:

He/She will work closely with the project leader and cross-functional teams to define project strategy, meet corporate goals, develop integrated project plans, and implement plans to meet business objectives. Moreover, as member of the Clinical Regulatory Leadership Team (CRLT), the (Senior) Program Manager will closely work with the CMO and the functional leaders to ensure the developed integrated projects plans agreed with project teams are maintained and sustainable from a finance and resource standpoint.

Responsibilities:

- Driving integrated planning and execution of programs towards goals in close partnership with program leads and Task Force teams
- Creating and managing an integrated timeline for the program, while adhering to scope and budget
- Interfacing with all functional areas of the company to advance program needs by creating confidence and credibility, ensuring conflict resolution and Lead to consensus.
- Work collaboratively with the Team/Task Force leaders to track the critical operational aspects of the program(s), including monitoring key deliverables, decision points, demand planning, and critical path activities to drive delivery of project objectives.
- Identify and evaluate the risks associated with program activities and take appropriate action to control them.
- Work with the Strategic Leads to support problem solving sessions to identify and remove roadblocks.
- Provide logistical framework for programs by, among others: i) coordinating and running program meetings, ii) tracking and communicating progress to senior management, iii) prioritizing activities, iv) communicating expectations, provide critical input, identify potential gaps, and recommend solutions.
- Keep PMT/Task Force team members accountable towards EC for their delivery.
- Supports and coaches Task Force Leaders and acts as first escalation body for them.
- When required, lead small- to moderate-sized projects or programs.
- Implements and coordinates activities and facilitates the exchange of scientific information between the Parties of ongoing clinical trial collaboration. The PM provides an update in writing to the partner Project and Alliance Managers prior to Joint Development Committee meetings
- Collaboratively overcome potential bottlenecks in required resources and capacity commitments and obtain buy-in of all relevant stakeholders.
- Participates in and/or leads departmental or interdepartmental strategic initiatives.

- Works to strengthen project management capabilities across the PMT and Task Force members while consolidating the support capabilities of Program Management.
- Identify, recommend, and implement opportunities for streamlining team and business processes.

Qualifications & Experience

- Bachelor, Master or PhD degree in life sciences or equivalent relevant experience.
- At least 7 years' experience within the pharma/biotech industry including 5+ years of cross-functional project/program management
- Understanding of the specific challenges of the development of advanced therapies is desirable
- Strong Project Management skills & attitude.

Skills & Competencies

- Strong performer with "owner's" mindset; and bias for action
- Excellent interpersonal, verbal, and written communication skills. Documented ability to work collaboratively with cross-functional teams.
- Strong analytical and decision-making ability, including ability to synthesize complex and diverse inputs to a problem, and recommend solutions/preferred options.
- Demonstrated leadership capacity & development potential.
- Demonstrated ability to lead cross-functional teams without direct authority.
- Ability to work independently with minimal oversight, identify issues and adapt to changes.
- Ability to examine functional issues from a broader organizational perspective.
- Ability to adapt within evolving corporate & program management organizations.

Departmental Responsibilities:

- Clinical Regulatory Leadership Team (CRLT) member
- Partners with CMO in developing CRLT agendas and outputs.
- Resource and budget planning with functional leadership
- Optimize communication between PMTs and functional leadership.
- Departmental initiatives

For more information about this position or about the Company, please contact us by email at job@celyad.com

About Celyad Oncology

Celyad Oncology is a clinical-stage biotechnology company focused on the discovery and development of chimeric antigen receptor T cell (CAR T) therapies for cancer. The Company is developing a pipeline of allogeneic (off-the-shelf) and autologous (personalized) CAR T cell therapy candidates for the treatment of both hematological malignancies and solid tumors. Celyad Oncology was founded in 2007 and is based in Mont-Saint-Guibert, Belgium and New York, NY. The Company has received funding from the Walloon Region (Belgium) to support the advancement of its CAR T cell therapy programs. For more information, please visit www.celyad.com.