

— **Executive Director**

The International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH)



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Headquartered in Geneva, the International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) is an international non-profit Association under Swiss law. ICH is dedicated to promoting public health through worldwide harmonisation to ensure that safe, effective, and high-quality medicines are developed, registered and maintained in the most resource-efficient manner.

Harmonisation of technical and scientific requirements is achieved through the development of ICH Guidelines that are implemented by the regulatory authorities that are Members of ICH. Since its inception in 1990, ICH has gradually evolved to respond to the increasingly global face of pharmaceutical development and comprises currently 21 Members and 37 Observers from around the globe, and over 30 technical Working Groups (WGs).

Since its early start, ICH was a pioneer in responding to cutting-edge scientific development whilst also preparing for the digital age focusing on standardization of formats, terminologies and the electronic exchange of regulatory information in the pharmaceutical sector. ICH will keep pace with the rapidly evolving technology, digital and scientific transformations across

the healthcare continuum; ICH is embracing the digital revolution along medicines lifecycle to enable real-time structured data exchange, facilitating global efficiencies in application review procedures. There will be an increasing critical need to ensure agility and efficiency in the ICH guideline development process in view of keeping up with the rapidly evolving science as well as ICH's expanding membership and its impact on timely decision-making.

Looking into the future, ICH will build strategic integrated alliances and work plans, as needed, with related international organizations such as ICMRA, WHO, IPRP, PIC/S, driving integration between guideline development and harmonised implementation to facilitate longer term alignment of regulatory practices and procedures.

The Executive Director will be responsible for:

- setting and executing the strategic direction and priorities of the ICH Secretariat in agreement with the ICH Management Committee and the ICH Assembly;
- drive internal and external partnerships;
- ensuring that the ICH Secretariat is agile in responding to the evolving needs of the organization and is run in an effective, ethical and financially responsible manner;
- Identify and address staffing requirements, and maintain a strong work culture that attracts, develops and retains people while driving the organization's mission.

Reporting to the Chair of the ICH Management Committee, the Executive Director works closely with the Chair and Vice- Chair of the ICH Management Committee as well as with the ICH Assembly Chair and Vice-Chair to promote the ICH agenda, and provide guidance on issues affecting the organization.

Key responsibilities

- Provide leadership, management and oversight for the ICH Secretariat operations, and help to achieve successful outcomes against ICH goals and priorities;
- Partner with the ICH Management Committee and Assembly to develop and prioritize the vision and strategic priorities of the ICH Secretariat to be focused on short and long-term objectives; Manage the ICH Secretariat staff in successful execution of identified goals;
- Anticipate current and emerging regulatory, policies, economic, social and political issues and trends that affect the pharmaceutical industry sector; and recommend actions and resources to address the issues;
- Represent and serve as the face and voice of the ICH Secretariat to promote and ensure greater visibility of ICH achievements; Build and maintain co-operative relations with members and relevant external partners;
- Manage the overall operations and finance of the ICH Secretariat according to best practices, legal and compliance standards;
- Provide strategic vision and support the planning of the various ICH meetings;
- Lead the ICH Secretariat staff to foster positive and collaborative work environment; Develop, motivate and empower staff to achieve the fullest potential of staff, Maintain the highest standards of ethics and integrity.



Candidate Profile:

Qualifications & Experience

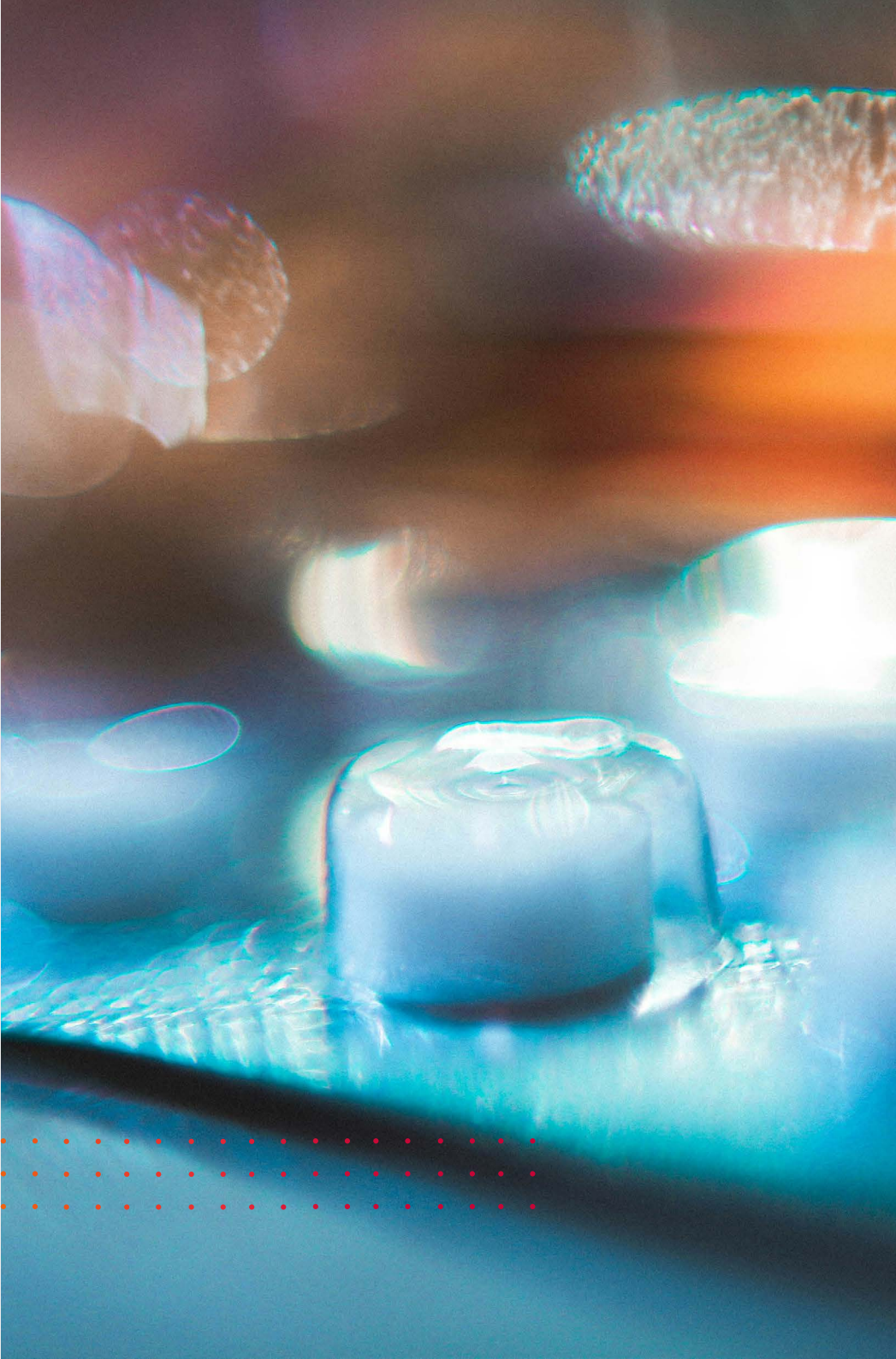
- Advanced university degree
- At least 5 to 7 years of proven people leadership, project-management and decision-making experience with accountability for results at an Executive level in addition to previous relevant experience.
- Sound knowledge of political, policy, legislative and regulatory environment of pharmaceutical products and processes
- Ideally an understanding of how new technologies such as AI will impact on medicine development and registration
- Experience in leading global organisations, including leadership roles at NGOs and/or regulatory authorities as well as demonstrated ability to work with international audiences
- Skilled and strategic advocate and communicator on regulatory issues
- Astute at financial aspects of running an organization, including developing and implementing strategies for growth
- Experience in partnering with members of Management Committees or a Board of Directors
- Fluency in English (both written and oral), proficiency in French an asset
- Candidates should either already have a work permit to legally work in Switzerland or be an EU or UK citizen

Leadership Competencies

- **Strategic mindset to drive vision and purpose:** Sees the big picture and anticipates future trends and implications accurately, Communicates the vision with a sense of purpose about the future, Articulates credible pictures and visions of possibilities that will create sustainable value, Formulates a clear strategy and maps the steps that will clearly accelerate the Secretariat towards its strategic goals, Instills and sustains organization- wide energy for what is possible. Represents well the ICH organization to external stakeholders.
- **Leading people:** Defines success in terms of the whole team and delegates roles thoughtfully to free self to work at a more strategic level, Establishes common objectives and a shared mindset, Creates a feeling of belonging and strong team morale and spirit, Shares wins and rewards team and individual efforts, Fosters open dialogue and collaboration among the team, Maintains processes to monitor projects and deliver strong results, Periodically reviews team progress against short and long-term plans.
- **Manages complexity:** Readily distinguishes between what's relevant and what's unimportant to make sense of complex situations, Looks beyond the obvious to uncover the root causes and does not stop at the first answers, Analyses multiple and diverse sources of information to define problems accurately and evaluate pros and cons, risks and benefits before moving to solutions.
- **Optimizes tools and processes leveraging technology:** Understands and recognizes disruptive trends around digital technology and leverages them to transform the organization through innovation for ICH members, Builds new perspectives and capabilities to navigate new scientific and technologies landscape, Proposes a plan for leveraging new technologies and innovation including through external partners, Aligns teams and systems while influencing stakeholders to embrace new technology solutions.



Recruitment Process



If you wish to apply for this exciting position, please send your CV and a motivation letter to the Executive Search team at Dober Partners (contacts below), as soon as possible to qualify for interviews with the ICH Executive Sponsor Group in Autumn 2024.

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