

Head of Legal

Date posted: January 19, 2018

Location: Vienna, Austria

Position Summary:

Qualified in-house lawyer with experience across a broad range of business-related legal matters to join our highly motivated and dedicated team at Hookipa; a Vienna-based biotechnology company developing novel recombinant viral vector vaccines against medically important infectious diseases and cancer.

The Head of Legal will be responsible for all legal matters of the company, including corporate compliance (but excluding patent law and regulatory aspects of drug development where we have specialists in charge) and will manage support by external legal counsel where needed. The Head of Legal will report to the CFO and work closely with management on corporate governance matters and important projects such as pharmaceutical collaboration and licensing agreements and capital markets financings (including a planned IPO) and will be part of the Company's Executive Committee.

Main Responsibilities:

- **Procurement:**
Review significant purchase and service agreements ranging from purchase of goods and equipment, to consultancy agreements and complex, quality related external manufacturing services, research services and clinical study agreements;
- **Employment law:**
Keep employment master agreements and policies up to date, review individual employment agreements and answer labor-law related questions;
- **Business Development:**
Manage standard CDA process, support negotiation of research and development collaboration and partnership agreements, ranging from academic collaborations to complex future pharmaceutical licensing and collaboration contracts;
- **Corporate Governance:**
Coordinate all legal aspects of the corporate setup of legal entities (currently Austria and US), act as "company secretary" by supporting board meetings (minutes and legal aspects), maintain good legal document administration and manage intra-group legal relationships;
- **Corporate Compliance:**
Implement and maintain a corporate compliance and ethics program with a special view on pharmaceutical and capital markets law compliance, both in Europe and in the US; manage general and specific administrative permits and compliance with administrative rules and standards; collaborate closely with quality department on quality related aspects;
- **Capital Markets, M&A:**
Support management in making the company IPO-ready for a public listing on NASDAQ, support the legal IPO process; manage post-IPO filing requirements, review investor relation and communication materials, reports etc.; support management in future strategic financing and M&A projects;
- **Management of external legal support:**
Build and maintain a network of external legal counsels across various areas of expertise and legislations; use external legal support where needed, with a sense of balancing cost-effectiveness and risk;

Qualifications:

- Degree in Law; Bar exams/admission welcome but not required
- 5 – 10 years minimum professional experience in law firm or corporate law department
- Experience across the range of business-related legal matters; experience in pharmaceutical industry welcome but not required;
- Legal expertise across different legislations, ideally including the Anglo-American as well as the Germanistic legal systems;
- Fluency in English (company language), in particular written legal English; ideally also German language skills;
- Accurate, precise and hands-on work-style, combined with business and outcome-oriented thinking;
- Ability to work independently;
- Proactive communication skills, good and pragmatic negotiator, problem solver

What we offer:

- Strong and highly motivated team
- State of the art infrastructure
- An excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment

Minimum monthly gross salary from EUR 5.000,- ; depending on experience and qualification salary can be negotiated; performance based bonus and attractive stock compensation scheme.

Contact:

If you (m/f) are interested in this challenging position, please send your CV including a cover letter summarizing your qualification and experiences to: talent@hookipabiotech.com

For more information on Hookipa Biotech please visit www.hookipabiotech.com