

## GESDA Science Anticipation Project Manager

### Key data

Position:	Project Manager, Science Anticipation
Scope of position:	80% - 100%
Start of position:	January 2026 or according to agreement
Place of work:	Flexible, with regular onsite presence in Geneva
Application submission	Via the Teams form by 5 <sup>th</sup> October 2025: <a href="https://forms.office.com/e/iiCJPn9Pzy">https://forms.office.com/e/iiCJPn9Pzy</a>

### About GESDA

GESDA is an international public-private foundation launched by the Swiss government in 2019 which brings together leaders in science and diplomacy to revitalise multilateralism and help them find solutions to the major challenges of our planet. As its name suggests, the Geneva Science and Diplomacy Anticipator is based in the city that houses the European headquarters of the UN. It seeks to anticipate the most promising technological breakthroughs and works to ensure they provide a promising future for all. [The GESDA Science Breakthrough Radar](#) provides a key resource for this by highlighting potential breakthroughs over the coming 5, 10 and 25 years across 30 fields of science and technology. It is the collective work of more than 2300 researchers from 89 countries and, continually updated, forms the basis of cross-community discussions and the design of concrete initiatives that would harness future opportunities for all. GESDA's slogan: Use the future to build the present! For more information about GESDA, see [www.gesda.global](http://www.gesda.global).

### The Role

To match the growing ambition and scope of our science anticipation portfolio, GESDA is seeking an experienced Project Manager to lead and coordinate its operational activities in this area.

You will oversee the end-to-end project management of complex, multi-stakeholder projects involving community coordination, product design and policy engagement, thus contributing to the development of the GESDA Science Breakthrough Radar and other related initiatives. Your responsibilities will include project management, CRM implementation and oversight, event coordination, and optimising internal and external stakeholder management. You will also be the key contact for our external delivery partners. As a young and agile organisation, GESDA operates in a fast-paced environment where priorities can shift rapidly. As such, the ability to be flexible and respond to new challenges as they arise will be essential.

As Project Manager, you will be a member of the Science Anticipation team, working closely with the Program Lead Science Breakthrough Radar and the Executive Director for Science Anticipation.

## **Key Responsibilities**

- Lead the planning, execution and delivery of complex, interdisciplinary projects, including developing workplans, timelines, and other useful tools and materials for internal and external coordination
- Lead weekly project planning meetings, including developing agendas, logistics, slides, documents and notes
- Capture and ensure the flow of critical information with other internal GESDA teams such as the communications and impact teams
- Lead the team's partnership with operational and logistical project contractors and the GESDA events team, ensuring the operational delivery of multiday physical meetings of around 25 participants in Switzerland and internationally
- Provide operational and logistical support to the organisation of workshops related to the production of the Science Breakthrough Radar
- Track and capture project progress over multiple projects for reporting at all levels of the organisation
- Manage the coordination of regular updates to the Radar online platform, as well as its online community
- Manage GESDA's science anticipation stakeholder and contact database within GESDA's Salesforce – and implement the integration of Salesforce as part of the team's project management portfolio

## **Required Qualifications**

- Master's or bachelor's degree, open to all backgrounds with GESDA being a pluridisciplinary organisation
- At least five years of professional work experience in project management in a dynamic, multi-stakeholder environment
- Proven experience of simultaneously managing and delivering complex, collaborative projects with multiple partners with high strategic impact
- Strong professional writing, communication and outreach skills in English
- Proficiency in the Microsoft office suite (MS365, Teams, SharePoint, OneDrive), project management tools (ClickUp) and customer relationship management systems (Salesforce)
- Solution- and action-oriented with the ability to work together as a team and with a variety of stakeholders
- Strong organisational capabilities and ability to work to frequent deadlines
- Ability to operate in an agile, start-up environment and foster a flexible, problem-solving and practical mindset

## **Desirable Attributes**

- Project Management Professional (PMP), PRINCE2 or similar certification in project management
- Familiarity working in an international environment, with high level stakeholders
- Enthusiasm for science, research and its communication and dissemination
- Working knowledge of French desirable, other languages are a plus