



Job Offer: Manager CEO Office (f/m/d)

Strategic Support for the Leadership of a Global Health Platform

We are looking for a highly organized, proactive, and intellectually curious **Manager CEO Office** to provide strategic, organizational, and operational support to the CEO of the World Health Summit. In this pivotal role, you will not only optimize workflows and manage executive priorities but also contribute substantively to strategic initiatives, positioning of the platform, and external stakeholder engagement. This is an ideal position for someone who enjoys working at the intersection of global health, politics, and diplomacy, and thrives in a dynamic international environment.

The successful candidate (f/m/d) should bring a high level of professional maturity, excellent communication skills in German and English, and relevant experience in a comparable position supporting senior leadership.

About the World Health Summit:

The [World Health Summit](#) (WHS) is the premier international platform for global health. It brings together stakeholders from politics, science, the private sector, and civil society from around the world to set the agenda for a healthier future and well-being for all. The World Health Summit strengthens exchange, stimulates innovative solutions to health challenges, fosters global health as a key political issue, and promotes the global health debate in the spirit of the UN Sustainable Development Goals.

The main conference World Health Summit is held each October in Berlin with around 4,000 participants on-site and more than 10,000 online. In addition, there are annual WHS Regional Meetings in different parts of the world as well as various formats throughout the year such as the WHS Global Health Dialogues.

The World Health Summit is organized by the WHS Foundation GmbH, a 100% subsidiary of Charité – Universitätsmedizin Berlin.

Key Responsibilities:

1. Strategic and Content-Oriented Support

- Prepare the CEO for high-level meetings with stakeholders from politics, academia, business, and civil society – including heads of state, ministers, and CEOs;
- Participate in such meetings and ensure professional documentation and follow-up;
- Conduct in-depth research and draft briefings, talking points, presentations, and strategic memos;
- Monitor developments in global health and policy to proactively identify relevant issues and opportunities;
- Support the planning and execution of strategic initiatives and cross-functional projects in collaboration with internal and external partners.

2. Executive & Administrative Support

- Manage the CEO's calendar, schedule meetings, and coordinate complex travel arrangements;
- Act as interface for internal and external communications, managing requests and correspondence with professionalism and discretion;
- Prepare and edit documents, reports, and official communications in German and English;
- Support other senior team members in coordination tasks;
- Work closely with the Office Manager to ensure smooth office operations.

Qualifications:

- A university degree in Public Health, Political Science, International Relations, Business Administration, or a related field;
- At least 3 years of relevant professional experience in a role close to executive leadership, ideally in an international or political context;
- Proven ability to manage complex priorities and act with discretion and diplomacy;
- Outstanding communication skills in German and English, both written and spoken;
- Comfortable in high-level environments with exposure to senior figures from politics, science, and business;
- Knowledge of diplomatic protocols and etiquette;
- Strong analytical skills and a strategic mindset;
- Proficient in MS Office and modern digital collaboration tools;
- Flexible, hands-on, and able to thrive in a fast-paced, international setting.

What We Offer:

- A meaningful, diverse, and strategic role in an organization with global reach and high visibility;
- Regular interaction with top-level stakeholders in politics, science, business, and civil society;
- Direct insights into international diplomacy, global health governance, and high-level event organization;
- A close connection to Charité, Europe's largest university hospital;
- A flexible hybrid working model and a modern office at Charité Campus Mitte in Berlin;
- A collaborative, international team culture that values initiative and responsibility;
- Competitive salary and long-term development opportunities.

Position Details:

Employment: Full-time, permanent

Location: Berlin, Charité, Campus Mitte and remote

Start: As soon as possible

Salary: Competitive

Application:

Please send your application (CV and salary expectations) via email to:

WHS Foundation GmbH
Charitéplatz 1, 10117 Berlin, Germany

jobs@worldhealthsummit.org