

# JOB OFFER

## Lab Manager

Organizational and Strategic  
Operations Lead



Laboratory for intelligent  
Global Health & Humanitarian  
Technologies

**EPFL**

SCHOOL OF COMPUTER SCIENCE



**HARVARD  
T.H. CHAN**

SCHOOL OF PUBLIC HEALTH  
ARIADNE LABS



**ASHOKA  
UNIVERSITY**

KOITA CENTER FOR DIGITAL HEALTH

**WORLD  
ECONOMIC  
FORUM**

**Rwanda**  
Centre for the  
Fourth Industrial  
Revolution

AFRICA AI SCALING HUB

# Position

Lab Manager (Organizational and Strategic Operations Lead)

# Percentage & Contract

100% - Fixed term, full-time, 1 year, with possible extension

# Location

Lausanne, Switzerland (EPFL) or Boston, USA (Harvard/Ariadne Labd) or Delhi, India (Ashoka University) or Kigali, Rwanda (C4IR)

# Start date

ASAP (published 25 July 2025)

# Application

Apply via the following link

<http://www.light-laboratory.org/joinus>



# About the role


We are seeking a dynamic and strategic **Lab Manager** to co-lead and shape the organisational core of LiGHT. This role sits at the intersection of operations, research, partnerships, and community: tag-teaming with the Directors (General, Clinical, Technical, Academic, and Administrative) and project leadership teams to ensure the lab runs with clarity, responsiveness, and shared vision.

The Lab Manager will help architect and implement lab-wide coordination systems and workflows across academic, clinical, technical, and administrative domains. You'll lead operational rhythms and timelines, strengthen internal and external communication, support fast-paced research efforts, and ensure we stay grounded in both our mission and our people.

This role is not only operational, it is also cultural. Our **Guiding LiGHTs** (see last page) are deeply embedded in how we work, and part of your responsibility will be to ensure that these values are reflected in our systems, structures, and shared spaces. From inclusive Slack channels to transparent reporting rhythms, you'll help us build a lab where integrity, joy, equity, and impact are not just ideals but daily practice.

This is a full-time role. The position can be based in Lausanne, Boston, Delhi or Kigali.

## Your Responsibilities

- **Design and maintain coordination structures** across the lab's four main pillars: academic, clinical, technical, and administrative.
  - **Work closely with lab leadership** (Director, Clinical Director, Technical Director, Academic Director) to align strategic direction with day-to-day operations.
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- **Build and evolve systems for partnership management**, including onboarding, collaboration structures, timelines, and reporting.
- **Create and maintain dashboards, calendars, and internal systems** to track deadlines, deliverables, funding milestones, and team responsibilities.
- **Support the research lifecycle**, from grant timelines and ethics approvals to implementation feedback and publication planning.
- **Foster community and culture** within the lab—including hosting onboarding processes, Slack rhythms, working groups, and collaborative retreats.
- **Coordinate with two administrative leads** to streamline logistics, budgeting, travel, and reporting.
- **Ensure rapid responsiveness** and clear communications across a large, international, and interdisciplinary team.
- **Contribute to lab-wide documentation and structure**, ensuring that institutional memory and knowledge-sharing practices are upheld.
- **Translate complexity into clarity**, enabling the lab to move fast while staying coordinated.

# Preferred Qualifications

- Experience working in research, healthcare, academic, or humanitarian settings
  - Familiarity with lab operations, project management, and international collaboration
  - Excellent written and verbal communication skills across diverse audiences
  - High emotional intelligence and diplomatic professionalism
  - Experience working with collaborative tools e.g., Notion, Slack (important), GitHub (important), Google Workspace
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# Required Skills

- Proven ability to coordinate complex projects across multiple domains and stakeholders
- Exceptional organizational and time management abilities, with attention to detail
- Confidence managing both structured systems and fast-moving, high-ambiguity environments
- Strong interpersonal skills and ability to build trusted working relationships
- Strategic thinking with an operational mindset—able to translate big picture into executable steps
- A track record of working independently while maintaining strong alignment with leadership
- Proactive, constructive communicator who thrives in interdisciplinary teams



# What We Offer

- A mission-driven team working on global health's most urgent AI problems
- The opportunity to shape real-world deployments with international organizations and teams
- Close collaboration with extraordinary researchers
- Travel opportunities, community, and impact at global scale
- Competitive salary and benefits, commensurate with experience

# What We Value

At LiGHT, we cultivate a working culture that is mission-driven, ambitious, and deeply human. Our values guide how we build, how we collaborate, and how we hold ourselves accountable in high-stakes environments.



# The 11 Guiding LiGHTs

- 1. Curious Creativity.** We value bold exploration and context driven innovation, blending imagination with technical precision to solve real-world problems with novel solutions.
- 2. Radical Ambition.** We believe that how we spend our time can shape global equity. We pursue work that matters with intensity, excellence, urgency, and endurance.
- 3. Autonomous Mission-Driven Collaboration.** In the spirit of ubuntu (“I am because we are”), we value initiative grounded in shared responsibility. Everyone leads, and everyone contributes.
- 4. Modular Rigor.** We move quickly within a flexible structure of organization that supports iteration, enabling disciplined work in dynamic settings.
- 5. Generous Honesty.** We speak with clarity, evidence, and care. Feedback is direct, constructive, and rooted in shared purpose, respect, and a commitment to integrity.
- 6. Embracing Uncertainty.** We see ambiguity as opportunity. Continuous learning and responsive adaptation are part of our core process.
- 7. Lived Intelligence.** We curate extraordinary people leading full, interesting, adventurous lives, and believe that this diversity is the foundation of our creativity and collaborative strength.
- 8. Constructive Joy.** We value humour, warmth, connection, and a sense of play to build resilient teams capable of sustaining focus, care and a culture of passionate quality.
- 9. Grounded Perspective.** We work in close partnership with the communities we serve; originating from, travelling to, and embedding in the places where we co-design inclusive technologies rooted in local realities.
- 10. Impact During and With Research.** We integrate implementation into the research process—using academic rigor and resources to build tools that are not only publishable, but provably useful.
- 11. Principled Research.** We are guided by the humanitarian principles that have long anchored global health. As an academic institution, we operate with evidence, openness, and integrity—free from profit or political influence. We build knowledge into action, sharing both success and failure with humility and rigor.
  - **Humanity.** No one is too remote for innovation, or too underserved for dignity.
  - **Independence.** We act free from financial or political conflict, using academic freedom to advance knowledge in service of people, not agendas.
  - **Neutrality.** Our tools, partnerships, and research respond to need—not affiliation—and are applied with care across all contexts.
  - **Impartiality.** We focus on urgency and equity, directing our work where it's most needed—not where it's most visible.