



## Terms of Reference: International Business Liaison Officer

### Position Overview

IPB is seeking a highly motivated and experienced individual to join our team as an *International Business Liaison Officer*. The primary objective of this role is to establish and strengthen connections between IPB and international business leaders and venture capitalists in Israel and Serbia. International Business Liaison Officer will play a vital role in fostering new linkages and opening new markets for IPB.

### Key Responsibilities

#### *Establish and Maintain Business Relationships*

- Develop and maintain a strong network of contacts within the Israeli and other business community, including industry leaders, venture capitalists, and key stakeholders.
- Foster relationships with potential partners, investors, and collaborators to facilitate technology transfer, commercialization, and research collaborations between IPB and organizations in Israel and other countries.
- Act as a key point of contact for Israeli (other) business leaders and venture capitalists interested in engaging with IPB.

#### *Facilitating Collaboration and Partnership Opportunities*

- Organize and facilitate meetings, conferences, workshops, and networking events to promote collaboration and knowledge exchange between IPB and Israeli and other stakeholders.
- Support IPB researchers and staff in identifying and applying for funding opportunities, grants, and research collaborations with Israeli and other organizations.
- Coordinate visits and delegations between IPB and Israeli and other institutions, including arranging travel logistics and organizing agendas.

### Qualifications and Skills

- Strong networking and relationship-building skills, with a demonstrated ability to establish and maintain connections with industry leaders and venture capitalists.
- Excellent communication and negotiation skills, both written and verbal, with the ability to present complex concepts in a clear and concise manner.
- Knowledge of the Israeli and other countries business landscape, including key industries, market dynamics, and regulatory frameworks, is highly desirable.
- Familiarity with technology transfer processes, intellectual property rights, and licensing agreements is an advantage.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced and dynamic environment.
- Fluency in Serbian, and English is required.

### Reporting and Supervision

- The International Business Liaison Officer will report to the Director or the designated supervisor at IPB.
- The International Business Liaison Officer will work closely with IPB staff and consultants.