



## **Project Manager – Schistosomiasis**

**Position: 50% to 100%, starting immediately**

**Location: Nairobi, Kenya, Philippines or Geneva, Switzerland**

FIND is an international non-profit organization whose Headquarters are in Geneva, Switzerland. FIND is dedicated to R&D activities to expand and accelerate access to new diagnostic technologies, and to build global capacity for diagnostic testing for poverty-related diseases in low- and middle-income countries. FIND's vision is a world where diagnosis guides the way to health for all people. The FIND team is devoted to driving the development, clinical trialing, and early implementation of innovative diagnostic solutions that can have a high impact on patient care and disease control in low-resource settings.

**Summary:** (overall summary of the job)

The Project Manager will coordinate a large project, composed of several sub-projects (i.e. a mini-portfolio scenario) focused on Schistosomiasis IVD clinical and implementation research. Under the supervision of the Schistosomiasis Senior Scientific Officer and working closely with the Project Management Office (PMO), the Project Manager will ensure that up-to-date, high quality, business-relevant information is available to define project milestones, track progression and manage risks.

### **Responsibilities:**

- Daily project management throughout the project life cycle;
- Assist in defining the project governance (controls);
- Assist in planning the overall project and monitoring the progress;
- Serve as the project/support services interface for contracting and contract management, including invoicing;
- Coordinate a consolidated view to the project's workload, risks and budgets;
- Manage the project's budget; be the link with Finance to prepare project narratives and financial tables for proposals and grant reports;
- Highlight upcoming milestones, or any project deviations / risks that may require corrective action;
- Assist in coordinating projects and their interdependencies;
- Assist in preparing reports to Senior Leadership at FIND, Stakeholders and Funders;
- Assist in preparing grant submissions and delivering grant reports. Manage grant reporting deadlines and renewal dates in an accessible database with automatic reminders and regularly update the grants' map;
- Prepare and distribute minutes and action points from all meetings with Partners and Funders. Follow-up on action items;
- Align the deliverables (outputs) to the project's "outcome";
- Manage the main project documentations;
- Assist the Schistosomiasis Senior Scientific Officer to prepare study protocols and training materials as needed;
- Contribute to continued improvements with respect to project management practices for FIND and as part of the PMO team.

**Education, knowledge and skill set:**

1. Master's degree in relevant field with a minimum of 5 years' experience in managing complex projects
2. Project Management experience in a health-related field
3. Scientific or public health background, with advanced knowledge of schistosomiasis would be an asset.
4. Good knowledge and handling of project and programme management methodology and techniques; able to work with project management software
5. Experience working with donors, NGOs and/or health ministries. Work experience on implementing projects in LIMCs would be a strong preference.
6. Ability to translate organizational objectives into project level objectives and deliverables
7. Solid experience in budgeting and resource allocation
8. Good problem solving and analytical capabilities
9. Team player comfortable working in a multicultural environment
10. Excellent interpersonal, written, and verbal communication skills
11. A team-oriented approach
12. Strong project management and business administration skills
13. Fluent in English (verbal and written). French would be an asset.
14. Scientific and / or public health background is preferable but not essential
15. Experience working with MS office programs

**To apply:**

Please mail your **motivation letter and CV** to **hr@finddx.org** before **30 October 2020**

(But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)

Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.