Senior Project Manager

Position: 100%, starting immediately – 18-month contract

Location: FIND headquarters are in Geneva, Switzerland; location of this role is flexible
FIND is an international non-profit organization based in Geneva, Switzerland, 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 is devoted to driving innovation in diagnostics, to gathering evidence and to
supporting countries for early implementation of diagnostic and digital solutions that can have
a high impact on patient care and disease control in low-resource settings.

Dual reporting to the Project Management Office (PMO) and the COVID programme.

Summary: (overall summary of the job)
This position is based in the PMO, with a specific 18-month assignment to work within
FIND’s ACT-Accelerator Diagnostics programme. The ACT-Accelerator (ACT-A) is an
initiative targeting diagnostics, vaccines, and treatment for COVID as part of the global
response to the pandemic. The Diagnostics Pillar of ACT-A (ACT-A Dx) is jointly co-led by
FIND and the Global Fund. The position will work with technical teams across several
workstreams within FIND that cut across innovation and delivery for diagnostic and digital
tools, and that targets at least 10 low- and middle-income countries.

The ACT-A Dx program is large and fast-moving and consequently requires staff with a ‘roll
your sleeves up’ attitude. The Sr. Project Manager will work closely with the technical,
implementing arm of the programme as well as its leadership and management team.
He/she will need to ensure that projects are properly coordinated, meet the agreed goals and
objectives on schedule and remain within budget, while having the flexibility and capacity to
adapt to rapid, controlled change. The position will need to ensure that up-to-date, high
quality, business-relevant information is available to define project milestones, track
progression and manage risks.

Your responsibilities:
The primary responsibility of this position is to ensure that the ACT-A Dx partnership strategy
is effectively translated into projects, that the projects are executed according to project
management best practices, and that management of these projects is agile enough to
accommodate (controlled) change in the COVID landscape.

- Project management
  o Manage project team/s
  o Support the development of project workplans, deliverables, planning and necessary
team structure required to deliver on ACT-A grant objectives
  o Manage day-to-day project implementation, control, and QC with project teams
  o Report work progress about high level objectives and spend targets; flag risks and
issues; ensure that project teams use robust risk management practice
  o With the PMO Principle, lead and organize Project Management Meetings (PMM)
  o With the ACT-A grant manager, manage budget / grant coordination, including
preparation and tracking of budget and grant forecasts, allocations, plans, and reports
- Work with the PMO to coordinate and quality control contributions from project teams for donor and internal reporting
- Attend and support meetings relevant to execution of projects
- Prepare relevant input for reporting to ACT-A Dx pillar working group

**Internal team communication and dynamics:**
- Serve as an intra- and inter-programme (with support programmes in particular) link to coordinate needs, resources, experiences (lessons), reporting and M&E
- Ensure that all administrative gaps in the workstream projects are closed
- Work closely with the Technical Lead/s to ensure project is aligned with strategic program objectives, grant objectives, and project requirements

**Technical expertise:**
- Direct knowledge or thorough understanding of diagnostic technologies or diagnostic processes (from a health systems perspective) that are appropriate for low- or middle-income country (LMIC) settings - highly desirable
- Managing projects with partners in LMICs, as well as managing communications with key stakeholders in these countries
- Managing projects related to policy development, training/capacity building and/or operational research studies in LMIC - highly desirable.

**Education, knowledge, and skill requirements:**
- At least 7 years’ professional experience in managing projects in public health or related field, with at least 5 years’ experience managing large and complex projects, preferably within an NGO environment and a PMO team or matrix organization
- Experience developing, managing, and reporting on a multi-component budget
- Good knowledge of resource allocation procedures
- Independent coordination of large multi partner /multi-site projects
- Good knowledge and handling of project management methodology and techniques, and tools, specifically MS Project or correlates
- Able to find innovative ways to resolve problems
- Team player comfortable working in a multicultural environment
- Strong analytical and communication skills
- Entrepreneurial mindset, ability to self-motivate and identify opportunities
- Experience working in low- or middle-income countries is an asset
- Fluent in English, both oral and written a must
- Educational requirements: University degree in a related field such as Public Health, Global health, or Sciences, with a certification in project management

**To apply**
Please mail your motivation letter and CV to hr@finddx.org before **3 March 2021**.

(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.