Programme Coordinator

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

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation. For more information, please visit www.finddx.org.

Location: Geneva, FIND headquarters preferred

Reporting: Dual reporting to Tuberculosis (TB) programme for functional reporting, ~90%; and Project Management Office (PMO) for organic reporting ~10%.

Your mission/Position objective:
This position has its home in the Project Management Office, with a specific 18-months assignment to work within FIND’s Tuberculosis programme on rapid turn-around TB development projects. The Programme Coordinator works with teams across projects in a programme. FIND’s Tuberculosis work is broad and fast-moving and consequently requires staff with a ‘roll your sleeves up’ attitude.

The Programme Coordinator will need to work closely with the technical and leadership/management staff. The mission is to support the programme team to ensure that the project portfolio for the programme is properly coordinated, that the programme meets its goals and objectives on schedule and remain within budget, but at the same time, maintain flexibility and ability for rapid, controlled change in this changeable space. The position will need to ensure that up to date, high quality programme information is available. These tasks will be performed with support and input from FIND teams and from partners (e.g. services providers, consultants), as appropriate.

Your responsibilities/Job description:
The primary responsibility of this position is to provide the administrative support to the Tuberculosis programme, by collecting projects metrics to monitor & control the project portfolio, by keeping an overview of the programme budget, according to project management best practices, and by ensuring coordination between project teams and programme needs that cut across different departments or support units. The Programme Coordinator will assist the TB programme head with tasks that range from administrative in nature – with a strong focus on contracts and finance-related tasks – to process implementation or management, all of which is designed to ensure proper coordination within the TB programme and between the TB programme and other FIND programmes/units.

Programme coordination and support
- Organize annual prioritization and planning process for the programme.
Help the programme head to map and identify synergies and inter-dependencies between projects and programmes, facilitating efficiency and “matrix” practices.

Maintain overview of programme timelines, budgets, and deliverables, considering multiple grants.

Ensure application of FIND policies and practices within the programme.

Work closely with the programme grant manager to collect and monitor programme budgets/forecasts and propose corrective actions where necessary.

Provide project budget & forecasts management support to the programme team (project managers and project leads) when necessary.

Understand the funding sources for the programme and keep track of relevant milestones and timelines from grant agreements.

Work with programme head to establish standardized Project Management Meetings (PMMs) schedules and ensure that project teams are trained on these standards.

Organize and host regular programme management meetings as well as grant-specific meetings where necessary; track action items from these to completion.

Facilitate risk management for the programme, including appropriate record-keeping/documentation of critical risks that have been escalated to leadership.

Coordinate preparation and submission of progress reports in compliance with donor requirements.

Provide support to the programme head with drafting programme partner and long-term consultant contracts (not project-specific), monitor contracts.

Schedule organize and if needed, mediate any other programme events and maintain agendas and records.

Serve as an intra- and inter-programme link to facilitate matrix structure, coordinating needs, resources, reporting and M&E.

Flag resourcing gaps to the head of programme, if observed in the planning and review processes.

Support continuous improvement of FIND’s Project Management practice with Operations and PMO.

Ensure maintenance of documentation and archiving practices and support continuous improvement of systems with Operations and PMO.

Ensure that the programme teams have the tools and training that they need to execute projects.

Qualifications:

- Educational requirements: Master’s degree in life science, business administration or equivalent.
- Minimum 5 years’ experience in programme/project/grant management, preferably at a non-profit or international organization.
- Project coordination experience in a PMO team or matrix organization is an advantage.
- Experience working in health and/or international donors an advantage.
- Excellent command of spoken and written English.
- Advanced Excel and MS Project skills with proven experience of using these tools. Experience working with various MS office programmes.
Soft skills:
• Excellent Communication and interpersonal skills.
• Team player comfortable multi-tasking and working in a multicultural environment.
• Ability to work independently with strong attention to detail.

To apply:
Please send your application to hr@finddx.org by 9 July 2021. The application must include:
• a complete curriculum vitae
• a motivation letter
• an acknowledgement letter, answering the following questions:
  1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify.
  2. Have you ever been terminated or separated (e.g., contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation, or sexual abuse?
  3. Have you ever resigned while under investigation or during disciplinary proceedings?

A confirmation of the following declaration of understanding:
─ I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.
─ I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Please note that due to high volume of applications, ONLY short-listed candidates will be contacted. FIND is dedicated to building an inclusive workforce where diversity is valued. FIND is an equal opportunity employer. Every qualified applicant will be considered for employment. FIND does not discriminate based on race, colour, religion, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, pregnancy, disability status, political ideology, military status, or any other attribute protected by applicable law.