Project Coordinator

Position: 80-100%, starting immediately – 12-month contract

FIND 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

Reporting to: Dual reporting to Project Management Office (organic) and disease programme (functional).

Your mission/Position objective:

This position is based in the Project Management Office with a specific 12-month assignment to work within FIND’s R&D programme on rapid turn-around of COVID-19 and COVID-19 co-morbidities development projects. The Project Coordinator works with teams across either several smaller projects or one large project, as required. FIND’s Covid-19 R&D work is broad and fast-moving and consequently requires staff with a ‘roll your sleeves up’ attitude.

The Project Coordinator works closely with the technical and leadership/management staff, with functional reporting to the project lead (e.g. Project Manager, Programme Head, etc.). The mission is to provide support to the project team to ensure that all project-related administrative aspects run efficiently and professionally, so that projects are completed on time and within budget and meet their defined targets/objectives. This might include tracking budgets and forecasting, timelines, contract development, and coordinating organizational and donor reporting, and internal stakeholder communications. These tasks will be performed with support and input from the project team, and with partners (e.g. services providers, consultants), as appropriate.

The role requires strong multi-tasking capability, project management skills/background and, attention to detail, the ability to communicate clearly and effectively, and to be able to maintain flexibility and ability for rapid, controlled change in this changeable space.

Your responsibilities/Job description:

• Maintain scheduling, including timelines, milestones, deliverables, costs, etc. Assist with development of the same, extracting key information from grant agreements where necessary, and with the appropriate input from the project team and with partners (e.g. services providers, consultants)
• Regularly update project management documents on project site (BrightWorks)
• Assist in preparation of project phase documentation (where applicable)
• Collect reporting data and help prepare summary reports for the management team, and for reporting to external (donors) and internal (Finance, Operations, etc.) audiences
• Support the team to adequately record and monitor risks and issues
• Provide support to the project team on budget management, coordinate the collection of data for budget & forecasts for the assigned grant manager and Finance. Maintain a solid understanding of the funding sources of the project
• Ensure that the project team has the tools they need to execute the project activities
• Provide support in the preparation of project management meetings, send reminders and follow up on action items
• Provide support with drafting, tracking and monitoring of partner and consultant contracts
• Schedule and organize meetings/events and maintain agenda and take minutes or action points when appropriate. Support with intra- and inter-programme links and communication to coordinate needs, resources, reporting and M&E
• Identify and flag administrative gaps in the project

Qualifications:
• Educational requirements: University degree (preferred) in life science, business administration or equivalent
• At least 2 years of project coordination or project management experience in donor-funded NGO or international organizations highly beneficial
• A training certification in project management is an advantage
• Experience working in health and/or international donors an advantage
• Excellent command of spoken and written English
• Experience working with MS office software including MS Project, Excel, and an ability to rapidly master new tools

Soft skills:
• Excellent Communication and interpersonal skills
• Team player comfortable multi-tasking and working in a multicultural environment

To apply
Please send your application to hr@finddx.org by 24 June 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 values diversity among its staff and aims to achieve gender equality both through gender parity at all levels of the organization and promoting a gender dimension in all its work. We welcome applications from women and men, and those with disabilities.