

## Senior IT Manager

[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-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

**Location:** Geneva, FIND headquarters preferred

**Position:** 100%, starting immediately

**Reporting to:** Director of Finance

### Your mission/Position objective

Develop and implement FIND's IT strategy and manage FIND's IT infrastructure; understand emerging IT needs of the organization and address them proactively; chair FIND's IT Steering Committee.

### Job description

Specific activities will include but not be limited to:

- Drafting FIND's IT strategy (in collaboration with IT Steering Committee)
- Drafting and implementing IT-related SOPs
- Overseeing the development and coordination of IT training plans and materials
- Maintaining the organisation's IT infrastructure
- Keeping up to date on IT systems to ensure FIND leverages new developments, in a structured, scalable, and coherent way
- Evaluating risks to and security of FIND's IT infrastructure, and ensuring network recovery and backup plans
- Ensure organization has adequate cybersecurity measures and insurances in place at all times, including but not limited to appropriate systems in place and education of users
- Managing IT budget
- Developing and executing an annual IT implementation plan
- Providing leadership in best practises with regard to use of tools to meet the needs of end users
- Organizing and leading regular meetings of the IT Steering Committee
- Carrying out surveys to ensure organisational needs are met and satisfaction is maintained
- Supervising and maintaining relationships with key IT service providers and support teams

### Qualifications

#### Training

- Degree in a relevant discipline (Information Technology, Information Systems Management, Computer Science, etc.)

- A minimum of 10 years of work experience in IT management
- Experience handling a multi-project portfolio and complex requirements, ideally in organizations/companies focused on healthcare
- PMP, Prince2, CAPM, or equivalent project management certificate

#### Soft skills

- Ability to multitask and work in a rapidly changing environment
- Enjoy taking on new challenges and defining new areas of work
- Strong problem-solving skills
- Ability to lead and work in across multiple teams, and to communicate effectively across the organization, as well as with external partners and stakeholders
- Ability to work without close supervision, as well as to meet tight timelines on a results-oriented basis
- Work and communicate well in multi-cultural teams who may be geographically dispersed
- Excellent interpersonal, written, and verbal communication skills
- Fluent in English (verbal and written). Knowledge of other languages considered an asset, including but not limited to French.

#### **To apply**

Please send your application to [hr@finddx.org](mailto:hr@finddx.org) by **27 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.

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.

Please note that, due to high volume of applications, ONLY short-listed candidates will be contacted.