Country Support Project Coordinator

Organization: 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 or possibly remote

Reporting to: Senior Program Manager Access

Your mission/Position objective:
Under the leadership of the Senior Program Manager, Access you will support the team ensure that projects are properly coordinated, meet their respective agreed contractual goals and objectives, remain within budget, and are completed on schedule to the consolidated program benefits. Working closely with project team, technical leads and senior management, this position will ensure that up to date, high quality, business-relevant information is available to define project milestones, track progression and manage risks.

The primary objective of this role will be to support the project management, tracking and implementation of business processes across FIND’s access work globally.

The nature of the role will require someone with an innate ability to structure and monitor progress of their work and the work of others, prioritize appropriately, and execute independently. This role will require diligent follow up, organization and strong coordination skills between stakeholders and the FIND team. An ability to clearly communicate across tenure and seniority will be essential given the broad degree of stakeholder engagement expected.

Your responsibilities/Job description:
The primary responsibility of this positions is to transversally manage country access and research projects across FIND’s programme’, including:

- Track implementation and status of country access programs
- Update all project management tools and documents to reflect status of on-going project
- Flag any potential risks, issues in contracting
- Liaise with internal teams ie Finance, PMM, technical teams
- Liaise with external stakeholders and partners to track, follow up and ensure project goals and targets are followed
Maintain a comprehensive understanding of all relevant projects, including the ability to cross-pollinate and "connect the dots" across disease programmes

- Support the team to identify key risks and gaps in information and implementation
- Draft and manage contracts for vendors or researchers to support evidence generation projects
- Liaise with key internal and external stakeholders to identify areas where support is needed
  - Prepare materials for presentation to senior leaders within FIND and other partner organizations related to evidence generation work

Qualifications:

- At least 2-3 years' professional experience in related fields
- Experience supporting in an administrative function
- Experience supporting multiple projects in parallel
- Strong written and verbal communication skills
- Entrepreneurial mindset, including ability to work independently, self-motivate, and propose and implement new initiatives
- Fluent in English
- Educational requirements: University degree in a relevant discipline

To apply
Please send your application to hr@finddx.org by 6th September 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.