

Project Manager

Position: 100%, starting immediately; 12–18-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-convenor 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: Dual reporting to Project Management Office (organic) and programme (functional).

Your mission/Position objective:

This position has its home in the Project Management Office (PMO), with an assignment to work with FIND's programmes on rapid turn-around projects. The Project Manager works with teams across either several smaller projects or one large project, as required. FIND's project work is broad and fast-moving and consequently requires staff with a 'roll your sleeves up' attitude.

FIND is working across functional units along the product development and launch pathway. The Project Manager pulls in and coordinates across the different functions at FIND (R&D, clinical, access, impact, resource mobilization, communications, grant management, logistic, finances, etc.) to ensure alignment among the functions and ensure project success. In this cross-functional role, the Project Manager will need to work closely with the different technical and leadership/management staff, with a functional reporting to the programme.

The mission is to ensure that projects are properly managed, meet their respective agreed 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, business-relevant project information is planned, monitored, controlled, and executed with respect to FIND project management practices. 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, strong 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:

The primary responsibility of this position is to manage a project, or a set of projects, and be responsible, or co-responsible in a tandem with a scientific/technical lead, for its delivery. The Project Manager will be leading and coordinating the project team, this person can delegate

tasks, and may be assisted by a Project Coordinator (Project Officer). This person will have the overview to ensure success of the project for all phases (from proposal to closure and including donor reporting, project monitoring and controlling), and will not focus only on the technical/scientific execution. Although this person can be the technical lead for the project as well but assuming that he/she can fulfil all the PM functions as well.

Project management

- Daily management of small to large project(s) throughout the project life cycle.
- Create and manage project metrics incl. timelines, milestones, deliverables, costs, etc., update accordingly the project management documents and the FIND Brightwork project site on a regular basis (i.e. monthly).
- Identify project problems and risks, report project deviations, propose mitigation plans, and implement corrective actions, own the project risk register.
- Generates and distributes reports to the project team stakeholders, prepare and facilitate reporting to external (donors) and internal (Finance, Operations. etc.) Prepare materials for presentation to senior leaders within FIND and other partner organizations.
- Prepare for and report project progress during Project Management Meetings (PMMs).
- Draft partner and consultant contracts, monitor contracts.
- Manage project budget & forecasts, work closely with the grant manager, report financials to Finance.
- Understand the funding sources of the project and be aware of grant agreement content, extract key requirements (timelines, milestones, payment triggers) from agreements.
- Ensure project is aligned with strategic program objectives and grant objectives
- Manage internal resources and tools to ensure the success of projects.
- Maintain a comprehensive understanding of the projects, including the ability to cross-pollinate and “connect the dots” across disease programs.
- Identify key gaps and subsequently generate and implement appropriate solutions. Liaise with key internal and external stakeholders to identify areas where support is needed.
- Under the supervision of the PMO Principal, contribute to continued improvements with respect to project management practices both for FIND as a whole and as part of the PMO team.

Project team management and coordination with other teams

- Lead and manage the project team, in collaboration with the scientific/technical project lead or programme Head when appropriate.
- Link with other key personnel within FIND, other departments/support units, to effectively identify, structure, monitor, execute key projects related to program agenda and priorities.
- Serve as an intra- and inter-program link to coordinate needs, resources, experiences (lessons), reporting and M&E.

Technical expertise

- Expert in healthcare industry, with a preference for IVD, is an advantage

Qualifications:

- Educational requirements: Master's degree in relevant field with a minimum of 5 years' experience in managing complex projects.

- Formal training or certification in project management is desirable
- Experience independently driving, managing, and supporting multiple projects in parallel is required.
- Project management experience in an NGO or international organizations setting is desirable.
- Project management experience in a PMO team or matrix organization is an advantage.
- Experience conducting IVD work/projects is an advantage
- Experience working in health and/or international donors an advantage.
- Experience working in or with partners in a LMIC is desirable, but not required.
- Excellent command of spoken and written English is required.
- Experience working with MS 365 programs is required.

Soft skills:

- Excellent communication and interpersonal skills
- Entrepreneurial mindset, including ability to work independently, self-motivate, and propose and implement new initiatives.
- Team player comfortable multi-tasking and working in a multicultural environment.

To apply

Please send your application to hr@finddx.org by **16 October 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.