

Description	Date
<input type="checkbox"/> Application sent	
<input type="checkbox"/> Job interview	
<input type="checkbox"/> Job agreement <input type="checkbox"/> Negative answer	

Job offer from: Thursday, March 4, 2021

📍 Genève 🏢 SMEs 🕒 Temporary 100% 📄 Employee

FIND is an international non-profit organization, dedicated to R&D activities to expand and accelerate access to new diagnostic technologies, and to build global capacity for diagnostic testing for poverty-related diseases in low- and middle-income countries.

The ACT-Accelerator is an initiative targeting diagnostics, vaccines, and treatment for COVID as part of the global response to the pandemic.

The position will work with technical teams across several workstreams (WS) within FIND that cut across innovation and delivery for diagnostic and digital tools, and that targets at least 10 low- and middle-income countries).

He/she will need to ensure that projects are properly coordinated, 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.

Senior Project Manager

The primary responsibility of this position is to ensure that ACT-A Dx partnership strategy is effectively translated into projects, and that the projects are executed according to project management best practices, but that management is agile enough to accommodate (controlled) change as COVID landscape changes.:

- **Project Management**
 - o Manage project team/s
 - o Support the development of project workplans, deliverables, planning and necessary team structure required to deliver on ACT-A grant objectives
 - o Manage day-to-day project implementation, control, and QC with project teams
 - o Report work progress about high level objectives and spend targets; flag risks and issues and ensure that project teams robust risk management practice
 - o With the PMO Principle, lead and organize Project Management Meetings (PMM)

- o With the ACT-A grant manager, manage budget / grant coordination incl. preparation and tracking budget and grant forecasts, allocations, plans, and reports
- o Work with the PMO to coordinate and QC contributions from project teams for donor and internal reporting
- o Attend and support meetings relevant to execution of projects
- o Prepare relevant input for reporting to ACT-A Dx pillar working group.

· **Internal team communication and dynamics:**

- o Serve as an intra- and inter-programme (with support programmes in particular) link to coordinate needs, resources, experiences (lessons), reporting and M&E
- o Ensure that all administrative gaps in the WS projects are closed
- o Work closely with the Technical Lead/s to ensure project is aligned with strategic program objectives, grant objectives, and project requirements

Technical expertise:

- o Direct knowledge or thorough understanding of diagnostic technologies or diagnostic processes (from a health systems perspective) that are appropriate for low- or middle-income country (LMIC) settings - highly desirable.
- o Managing projects with partners in LMICs, as well as managing communications with key stakeholders in these countries.
- o Managing projects related to policy development, training/capacity building and/or operational research studies in LMIC - highly desirable.

Please mail your motivation letter and CV to [Click to send email](#) before 3rd March 2021