

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Business process specialist

Our client:

An international NGO based in Geneva

Role & Responsibilities:

- Design and implementation of project governance structures to ensure effective oversight and decision-making.
- Design and ongoing management of project reporting to ensure key stakeholders and decision-makers have visibility of project progress relative to the agreed scope, timelines and budget, and that emerging risks and issues are escalated on a timely basis. - This will include co-ordination of timely contributions from various cross-divisional business teams and IT teams and workstreams to develop and present reports/briefings/solutions to internal stakeholders, senior management and governance bodies and regular reporting to different divisions.
- Track emerging risks and issues and take the lead in working with, and facilitating collaboration between, relevant teams to problem solve and execute mitigating actions and solutions
- Develop and manage the cross-cutting project plan for operationalization of the C19RM extension including managing interdependencies between the different workstreams. This will involve working closely with business owners and workstream leads including C19RM Sec, GMD, Finance, SO and IT to identify delivery challenges, problem-solve and course correct as needed. Workstreams within scope include
 - Enhancements to the Grant Operating System to enable revisions, PR reporting, annual funding decisions and grant closures linked to the extension.
 - Enhancements to other systems including Fusion and wambo.org.
 - Updates to the C19RM guidelines.
- Lead cross-functional meetings to ensure organizational engagement and alignment
- Identify and manage key stakeholder relationships – including senior stakeholders – to facilitate successful delivery. Establish extensive collaboration and maintain strong interpersonal diplomacy to influence key stakeholders and partners.
- Document lessons learned and identify opportunities for ongoing learning and business process optimization to ensure more effective and efficient delivery of C19RM business process and systems
- Act as a trusted advisor to the Chair of the C19RM Investment Committee and other senior leaders and managers on all aspects of project delivery

Profile:

- Advanced university degree in public health, business or public administration, or a related field, or equivalent professional training / experience combining by a Project Management Certification.
- at least 5 years experience within a multinational corporation, a bank, bilateral or multilateral aid agency, government department or consultancy firm.
- Strong track record leading the successful delivery of projects within complex working environments.
- Working with best-practice project management frameworks and methodologies.
- Good knowledge of IT systems and processes and experience in IT project delivery.
- Ability to manage multiple complex stakeholders with flexibility, resilience, maturity and a high degree of emotional intelligence.
- Experience presenting complex ideas / concepts using different tools including PowerPoint.
- Ability to develop trust and inspire confidence.
- Will have held positions of incremental responsibility following

Contract type: Temporary mission, 12 months

Rate of activity: 100% (open for a remote work with 60% rate)

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Rebecca Gonzalez Grivel
Ref : MM1887863383