

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Specialist, Governance and Oversight

Our client:

An international health NGO based in Geneva

Role & Responsibilities:

Under the direction of the Senior Manager, core responsibilities will include:

- **Manage the Investment Committee Governance process**, including ensuring effective assurance and internal controls, implementation of agreed management actions as recommended by OIG audits, and interacting directly with Senior Management members of the Investment Committee as well as country teams, other members of the secretariat and invited GAC/CTAG (external) partners
- **Manage Investment Committee operations**, overall coordination and support to the review and approval processes: project manage and establish process work flows for Investment Committee decision making, organize Investment Committee meetings, prepare reporting and presentations to key stakeholders, analyze and manage project risk, monitoring progress.
- Act as **Secretariat expert on Investment Committee matters**, including providing support to Secretariat teams to facilitate effective support to Country and other Functional Teams on all aspects related to the role of the Investment Committee with a focus on ensuring streamlined Investment Committee review approaches throughout the grant life-cycle, including for the grant revisions;
- **Investment Advisory Group** coordination: plan and manage strategic consultations and communications with the Advisory Group, including formulation of briefings and reports.
- **Compliance and quality assurance**: Ensure compliance with the NGO operational policies, Operational Guidelines and Procedures while producing accurate and comprehensive records of the substantive topics of the Investment Committee deliberations and decisions, in consultation and with support from the Legal and Governance Team.

Profile:

- An advanced University degree in public health, economics, business, international / public affairs, or related discipline;
- **4-6 years' work experience in program/project development and management, including implementation and financial management aspects**
- Proven experience in grant making institutions especially in the application, review and /or signing processes.
- International experience, including in an international organization, non-profit or private sector involved in grant making.
- Excellent (proven) ability to work as part of a team to meet targets or deadlines within given timeframe.
- Experience synthesizing information and communicating effectively and in a timely manner with important stakeholders.
- Experience in process management, policy, analysis and improvements.
- Experience in using project management and finance tracking tools.
- Demonstrated ability to present a significant amount of information from various sources in a concise way.

Required skills:

- Strong communication, interpersonal, and presentation skills.
- Skilled in cultivating positive relationships with colleagues.

Contract type: Temporary contract until 31st of January 2024

Rate of activity: 100%

Starting date: Immediately

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1861608378