

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Coordinator (M/F)

Our client:

An international NGO based in Geneva.

Role & Responsibilities:

Monitoring the AAU Work Plan:

- Regularly analyze project progress
- Collaborate with the Professional Services Unit (PSU) to monitor performance indicators
- Assist in defining the audit schedule

AAU training and development:

- Develop and implement the unit's training curriculum
- Keep the certification list up to date and monitor continuing education goals

Learning and Knowledge management:

- Collect and share lessons learned.
- Organize training and development weeks.

Resource Management:

- Coordinate staff leave plans.
- Manage external consultants and monitor mission costs.

Project Management and Coordination:

- Support continuous development projects.
- Coordinate meetings and track action items.

Profile:

- Bachelor's degree in Business Administration, Communications, Health or equivalent combination of academic qualifications and work experience in a relevant area
- Qualification in project management or equivalent, or equivalent work experience in a project management, change management or business improvement capacity.
- Relevant experience in similar/related positions in an international/ public/private institution
- Outstanding demonstrated experience in organizing, prioritizing, scheduling, planning and coordinating work and other activities internally and externally.
- Experience in solving problems with a client-focused approach.
- At least 5 years of experience in similar / related position in an international / public / private institution
- Experience working with the OIG and/ or Global Fund and its policies, processes, and systems.
- Experience working on documents organization and information retrieval systems.
- Work experience of Microsoft PowerPoint and/or any similar presentation/graphic design tools, as well as MS Office and office management software.
- An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of any other language would be an asset.

Required skills:

- Collaboration and communication
- Analytics skills and analytical thinking
- Organisation, adaptability and flexibility
- Problem-solving

Contract type:

Temporary - 3 months

Rate of activity:

100%

Starting date:

As soon as possible

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD2013267609