

**PERFORMANCE**  
**CONSULTANT SA**

Conseil en ressources humaines

## Associate Specialist, C19RM (M/F)

### Our Client:

An international NGO based in Geneva.

### Role & Responsibilities:

- Develop processes and produce high-quality reports for internal and external audiences, including the monthly meetings of the C19RM Investment Committee and the GAC/CTAG
- Ensure the efficiency of C19RM Investment Committee meetings by collaborating with the Governance Specialist to clarify procedural points and roles
- Prepare high-quality reports on C19RM Advisory Group and committee meetings, synthesizing information from various departments
- Prepare communications between the C19RM Investment Committee and GAC/CTAG review meetings, including discussion points and presentations
- Draft presentations for the Strategy Committee, Audit Committee, and Board of Directors, in collaboration with relevant team specialists
- Contribute to updating procedures and documenting new C19RM processes, including guidelines and communication documents
- Support the review and synthesis of funding requests, ensuring compliance and facilitating discussions with relevant teams
- Document and incorporate best practices to continuously improve funding requests and review processes, developing tools and evaluation criteria
- Develop and manage processes and tools for CMLI investments, including project preparation and consultation with partners
- Ensure coordination of bi-weekly Monitoring and Oversight meetings, tracking action points and drafting meeting minutes
- Provide support for the review and approval of CMLIs, collaborating with project owners and relevant teams

### Profile:

- University degree in public health, business, economics, international/public affairs, social science, communications, or any quantitative discipline
- 2-4 years of relevant work experience
- Relevant professional experience, such as in an international organization, non-profit or private sector, with proven track record of achievement
- Professional work experience in a governance, communication, and policy related role
- Experience synthesizing information and communicating effectively and in a timely manner with important stakeholders
- Experience drafting and producing time-sensitive documents, including policies, manuals, or governance documentation (e.g., Briefing notes, reports, etc.)
- Experience working with a variety of stakeholders (public sector, private sector, bilateral government agencies, multilateral bodies, or authorities such as UN agencies, non-governmental organizations, civil society)
- Experience in process management, policy, analysis and operational improvements

### Required skills:

- Interaction and collaboration
- Adaptability
- Analytical mindset
- Service orientation
- Drive for results

### Contract type:

Temporary - 7 months

### Rate of activity:

100 %

### Starting date:

2 september 2024

**We guarantee you to handle your application in total confidentiality.**

Consultant responsable du mandat : Mouhssine Moudrik

Ref : JD1325201475