

Project coordinator officer

Our client:

an international NGO based in Geneva.

Role & Responsibilities:

- Responsible for steering an integrated, end-to-end business development and continuous improvement approach for the grant management processes
- Coordinate grant management regulations / operational policy and process development across divisions and departments, ensuring quality deliverables aligned with operational efficiency approach using rigorous work planning and project management approach:
- Track and propose future operational systems needs and provide assessment of resource needs and benefits;
- Coordinate with the relevant business process owners and Specialist, Operational Integration to conduct an integrated review to assess the impact of proposed changes to policies and regulations on procedures, systems and data;
- In coordination with business owners and GM Change Coordination team, develop change management plan and materials (i.e., communications, training and launch planning) for policy, process and systems changes guaranteeing the stewardship of all stakeholders;

Profile:

- University degree in operations, public policy, public health, finance, economics, business administration, informational technology, engineering or other relevant area or equivalent professional training
- At least three years of professional experience, including in policy development, business processes analysis or program planning and management;
- Experience with project management methodology;
- Experience coordinating between cross-divisional teams
- Experience implementing organizational change using change management techniques.
- Knowledge of Salesforce Platform;
- An excellent knowledge of English and preferably a good working knowledge of French or one of the following: Arabic, Chinese, Russian, and Spanish. Knowledge of other languages would be an asset.

Contract type: Temporary contract

Rate of activity: 100%

Starting date: ASAP

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM1050371310