

**PERFORMANCE**  
**CONSULTANT SA**

Conseil en ressources humaines

# Program Officer, Community Rights and Gender Department

## **Our client:**

An international NGO, based in Geneva

## **Role & Responsibilities:**

- Provides strategic advice and day-to-day support to the Department through the organization of priorities with the goal of creating value and stepping up performance
- Coordinating inputs across the Department in response to senior management or external requests or queries, and ensuring coherence and timely follow-up, including by organizing dialogue sessions and drafting and managing communications on behalf of the Department Head.
- Delivering effective briefings on Department priorities, workplans and workstreams
- Drafting and/or ensuring the timely delivery of briefings, talking points, presentations, speeches, and other materials required for the Department Head's various internal and external engagements, or coordinates drafting, and quality assures these materials where several parties are contributing.
- Identifying, analyzing, and working on improving key strategic and operational issues and areas of opportunity for the Department, advising and supporting an effective and data-based decision-making process as appropriate. Including developing materials for internal and external e-learning on relevant topics.
- Building and maintaining good relationships with internal and external stakeholders including multilateral and bilateral organizations, civil society and community partners and private sector
- Coordinating internal department priorities, processes and cross-team efforts.
- Advises and supports the Department Head and teams on Department management, Quality Efficiency work, communications and corporate reporting, as well as promoting collaboration within the teams, to drive priority work forward in an accelerated manner

## **Profile:**

- University degree in public health, business/public administration, social sciences or a related field or equivalent professional training or study/work experience
- **At least 3 years' experience**, including experience in transformations, organizational effectiveness, strategy and/or performance improvement and international development or public health
- Several years of previous experience in project coordination in a multi-stakeholder setting.
- Work experience in a developing country environment
- An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset

## **Required skills:**

- Service orientation, Drive for results
- Collaboration, Interaction and Adaptability

**Contract type:** Temporary from 08.2022 to 01.2023

**Rate of activity:** 100%

**Starting date:** 1st of August 2022

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

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : JD1340940424