

Country Coordination Mechanism officer

Our client:

An international NGO based in Geneva

Role & Responsibilities:

- Supporting a cohort of countries and/or region in CCM Funding Agreement development and annual allocation, including work-planning.
- Supporting FPMs and country teams in monitoring the performance of CCMs. This includes the development of approaches and tools (e.g. equipping CCMs to handle key operations and strategic approaches to core responsibilities) and ensuring sound change management as CCMs evolve into more strategic stages of maturity.
- Collaborating with Country Teams to calibrate and ensure timely and high-quality disbursements to CCMs. This includes the linkages with CCM performance. And, in accordance with policies and standards:
 - Preparing the CCM Funding agreements, process CCM Funding disbursements, review CCM expenditures, ensure on time communication with CCMs and CTs and ensure on time disbursement of the funds
 - Calculating CCM Funding disbursement amount based on the different country scenarios, communicate decisions to CTs and CCMs.
- Liaising with Legal and Finance for compliance issues
- Assessing risks and implementing risk mitigation measures
- Identifying procedures and systems for quality surveillance; identify, analyze and recommend improvements and solutions to quality assurance issues in the CCM Funding process; integrating partners' feedback to improve quality assurance
- Working on the timely delivery of the CCM Evolution Project with approximately 100 countries. This includes working closely with CCMs in-country, GF Country Teams and other key internal and external stakeholders on elements of the CCM Evolution Project (e.g. assessments, tailored interventions, etc.).
- Working closely with the CCM Evolution Project Manager to ensure smooth, efficient, and timely implementation of the Project. This includes, updating performance trackers, budgets and project plans and materials for regular project meetings as required, and supporting the build out and documentation of processes. Within the team the consultant will act as the focal on CCM 'Oversight' issues.
- Developing materials as requested on CCM Oversight issues, including e-learning, TORs, and drawing lessons from promising practices/case studies, including updating existing tools.

Profile:

- University degree in business administration, communications, public health, international development or relevant field
- **At least four years' experience in progressively more responsible positions for an international development or global health organization, government, or NGO**
- Demonstrated ability to work as part of a team and independently to meet deadlines and to adapt in a complex and dynamic environment.
- Proven ability to deliver accurate, high-quality results
- Excellent written and verbal communication skills
- **Fluent in English and Spanish**

Contract type: Temporary for 3/4 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1974957607