

### JOB DESCRIPTION

<b>Job title</b>	Senior Project Coordinator
<b>Department/ Team</b>	Programmes
<b>Location</b>	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
<b>Main purpose of job</b>	To lead on FIGO deliverables for WHO project on FP and CAC competency based learning (CBL)
<b>Reporting to</b>	Project Manager
<b>Budget responsibility</b>	Responsibility for ensuring spending and reporting in line with agreed contracts. PM is the budget holder
<b>Posts that this role manages</b>	N/A
<b>Organisational relationships</b>	Advocating for Safe Abortion Project team Other Project teams and FIGO departments Five National Societies of Obstetrics and Gynaecology Implementing partners - ICM and WHO
<b>Hours / Tenure</b>	37.5 hours per week excluding lunch breaks. Fixed term contract for 12 months.
<b>Project</b>	<p>A new WHO-led project with FIGO and ICM as implementation partners. Outcome: Strengthened national capacity for competency-based training of health workforce on abortion and family planning (in-service and pre-service education). Output: Professional associations &amp; educational institutions in select countries supported the uptake of a competency-based approach to training in CAC and FP using the WHO FP and CAC competencies toolkit.</p> <p>The Senior Project Coordinator will lead on coordination of the following in five countries in Africa and Asia (TBC):</p> <ul style="list-style-type: none"> <li>- Develop a strategy for the dissemination of the "Family planning and comprehensive abortion care toolkit for the primary health care workforce" and "ICM Competencies" in collaboration with stakeholders</li> <li>- Conduct assessments of FP and CAC competency education and performance gaps</li> </ul>
<b>Major responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Project Coordination</b></li> <li>• <b>Financial management and donor reporting</b></li> <li>• <b>General Admin</b></li> </ul>

<p><b>Specific responsibilities</b></p>	<p><b>Project Coordination</b></p> <ul style="list-style-type: none"> <li>• Main point of contact with WHO and ICM as well as national member societies (NMS)/ country focal points in project countries</li> <li>• Regular communication with the NMS/ country focal points including email and regular video calls.</li> <li>• Support NMS / country focal points to develop a workplan and meet milestones according to timeline.</li> <li>• Providing expertise, advice and support with all aspects of the project, as relevant and appropriate for each NMS/ country focal points with oversight of how the project is implemented in each country.</li> <li>• Support with trouble shooting and identification and follow up of new opportunities</li> <li>• Facilitate peer to peer learning through NMS / country focal points and other relevant organisations.</li> <li>• Ensuring effective collaboration between ObGyns and Midwives at national, regional and international levels</li> <li>• Contribute as required to M&amp;E processes</li> <li>• Contributing to FIGO HQ outputs and outcomes, and sharing knowledge and good practices from work with NMS more widely within the organisation.</li> </ul> <p><b>Financial Management and Donor Reporting</b></p> <p>In collaboration with the Project Accountant and Project Manager:</p> <ul style="list-style-type: none"> <li>• Ensuring NMS are working according to contracts including all project reporting processes.</li> <li>• Working with Project Manager to authorise expenditure, forecasting and financial reporting for the project</li> <li>• Financial management and oversight of five country-level budgets and contracts including ensuring accurate record keeping</li> <li>• Reviewing, monitoring, providing feedback and sign-off on quarterly financial reports from NMS</li> <li>• Supporting NMS/country focal points to deliver timely and accurate narrative reports against work plans</li> <li>• Lead on preparation and submission of reports and invoices to donor</li> </ul> <p><b>General Admin</b></p> <ul style="list-style-type: none"> <li>• Organising travel logistics when necessary – booking flights, arranging visas etc. for self and others</li> <li>• Undertaking formal admin in preparation for visits e.g. visa invitation letters etc.</li> <li>• Taking minutes at meetings/during conference calls and circulating relevant materials in preparation and follow up of meetings.</li> <li>• Contributing to funding applications for FIGO and other fundraising as necessary.</li> </ul>
<p><b>Generic responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Undertaking any other duties commensurate with the main objectives of the role as assigned from time to time by the Project Manager/Director of Projects.</li> <li>• To adhere and comply with FIGO Policies and Procedures</li> <li>• To contribute to the work of the department and/or team and FIGO, including sharing best practice and/or learnings from the project with FIGO more broadly.</li> <li>• To travel to / attend meetings and events (and represent FIGO at external meetings and events if required).</li> <li>• The above list of responsibilities does not define or limit the work that you are employed to do and you may be required to do any work within your capability which FIGO requires of you from time to time.</li> </ul>

*N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.*

<b>Name of job holder</b>	<b>Signature</b>	<b>Date of agreement</b>
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### PERSON SPECIFICATION

<b>Job title:</b>	Senior Project Manager
<b>Department/ Team:</b>	Programme
<b>General and professional education</b>	
<i>Essential</i>	
Relevant postgraduate degree (development studies, social sciences, public health, epidemiology, statistics) or relevant work experience	
<b>Knowledge and experience</b>	
<i>Essential</i>	
<ul style="list-style-type: none"> <li>• Experience in supporting the coordination of projects in low-resource countries in Africa or Asia</li> <li>• Experience of working in diverse cultural environments</li> <li>• Proven competency in report writing for a variety of fora and audiences including donor reports, briefs, presentations, abstracts and summaries</li> <li>• Proficiency in project budget management including budget design, monitoring and reporting</li> <li>• Experience of working both independently and as part of a team, exercising autonomy and personal authority as needed</li> </ul>	
<i>Desirable</i>	
<ul style="list-style-type: none"> <li>• Experience working on women’s health projects, in particular SRH/safe abortion</li> <li>• Experience with working on pre and in service medical education including curricula development</li> <li>• Experience in capacity building efforts and enabling cross-country learning</li> <li>• Research expertise and demonstrable use of data to influence policy</li> </ul>	
<b>Skills, abilities and attributes</b>	
<i>Essential</i>	

<ul style="list-style-type: none"> <li>• Fluency in written and spoken English</li> <li>• At least conversational written and spoken French</li> <li>• An experienced administrator possessing excellent interpersonal, writing and communication skills</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Experienced and adept in anticipating potential implementation challenges and enacting solutions</li> <li>• Ability to assess, link and account for micro and macro project components and implications with perspicacity</li> <li>• Proven ability to work with a diverse and cross-cultural range of stakeholders</li> <li>• Confident use of Microsoft Office (Word, PowerPoint and Excel)</li> </ul>
<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Advanced Microsoft Excel skills</li> <li>• Confident public speaker and presenter</li> <li>• Clinical background / curriculum development skills</li> <li>• Advocacy skills</li> </ul>
<b>Any other requirements applicable</b>
<i>Essential</i>
Willing to travel internationally
<p><i>N.B.</i>  <i>FIGO is committed to equality and diversity and encourages applications from all sections of the community. The jobholder will need to provide evidence of their eligibility to work in the UK.</i></p>

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