



JOB DESCRIPTION

Job title	Project Manager (predominantly working on FIGO LDI:Reach Programme)
Department/ Team	Programmes
Location	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
Main purpose of job	The Project Manager role is to work collaboratively in the implementation of the FIGO LDI:Reachprogramme, to deliver on time and within budget. The Project Manager will work closely with the Senior Manager, team members and other stakeholders to ensure final months of the programme are successfully completed and a smooth close out process is undertaken across all countries.
Reporting to	Senior Manager
Budget responsibility	Will assist Senior Manager and Finance Team with budget control.
Posts that this role manages	Senior Project Coordinator
Organisational relationships	<ul style="list-style-type: none"> • FIGO Leadership Development Initiative (LDI) team • Other Initiative / Project teams • FIGO Advocacy and Communications staff • Six National Societies of Obstetrics and Gynaecology • Chief Executive/ Deputy Chief Executive • Other Secretariat staff (Finance and Administration) • The FIGO Division of Maternal Newborn Health and other relevant committees • In-country teams • External consultants
Hours / Tenure	<p>3 days per week excluding lunch breaks</p> <p>This will be a fixed-term appointment ending on 31st October 2025.</p>

	This appointment may be renewed subject to continued funding and performance.
Job context	<p>The International Federation of Gynecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynaecology, bringing together professionals from more than 130 countries and territories. For over 65 years, FIGO has collaborated with the world's top health, rights and donor bodies. We are in official relations with the World Health Organization and consultative status with the United Nations.</p> <p>FIGO is dedicated to the improvement of the health and rights of women and girls and to the reduction of disparities in health care, as well as to advancing the science and practice of obstetrics and gynaecology. We pursue our mission through education, research implementation, advocacy and capacity building with our member societies.</p>
Initiative Background	<p>The FIGO LDI:Reach programme has run for 2 years with a team of 6 HQ staff have been responsible for the implementation of a three year, multi-country clinical improvement grant.</p> <p>This Initiative supports national Obstetric and Gynaecologic Societies in six countries in their efforts to be the Leading Voice for Women's Health within their country. The overall aim is to increase the coverage of specific clinical interventions through tailored and prioritised efforts that tackle the barriers to the provision of care. The long term goal is improving maternal and newborn health outcomes through innovative clinical interventions, rapidly implemented at scale, through the leadership of resilient national societies, all conducted through the lens of gender diversity and equality.</p> <p>FIGO has specifically focussed on the development of women in leadership, working through the National Societies who both advocate for policy change and educate health care professionals on how to implement these changes effectively. The six National Member Societies, Bangladesh, Ethiopia, India (Bihar and Uttar Pradesh), Kenya, Nigeria and Pakistan, have been reinforcing and developing their efforts to build and sustain effective and coordinated advocacy, tailored to their needs nationally, regionally, and locally.</p>
Major responsibilities	<p>The Project Manager will:</p> <ul style="list-style-type: none"> - Work closely with senior FIGO staff & stakeholders to implement all aspects of the programme and deputise for Senior Manager - Liaise with other FIGO Departments to gather input for the programme and to share lessons learned for informing future programmes of a similar nature - Lead country management processes and liaise with external partners within and outside the UK to ensure collaboration, the effective

	<p>implementation of programme activities and the dissemination of results</p> <ul style="list-style-type: none"> - Assist the Senior Manager with all contractual/donor requirements in both the UK and overseas - With FIGO Finance and Senior Manager, manage the initiative budget. - Support and lead country close out processes to ensure effective wrap up and learning. - Undertake any other duties commensurate with the main objectives of the role as assigned from time to time by the FIGO senior staff.
<p>Specific responsibilities</p>	<ul style="list-style-type: none"> • Work with all 6 FIGO Member Societies to ensure they are getting the support and technical assistance required to successfully deliver the programme • Assist Senior Manager on the production of donor reports (and more frequent internal reporting). • Assist with identifying barriers to initiative success and coordinating efforts to strategize and resolve these • Assist overseeing the Barriers Analysis Cycle to the uptake of known interventions to improve maternal mortality And ensure final analysis requirements are completed successfully. • Work closely with the Gender expert to ensure implementation of the progmmames’s Gender Roadmap. • Monitor all programme reports (Annual reports, special reports, etc) and provide support as necessary. Encourage Member Societies to document lessons learned and success stories within programme M&E structures. • Provide guidance to Member Societies to identify their needs and develop programme activities can respond to their country’s needs. • Support leadership development activities for Member Societies in the area of programme and financial management, advocacy and communications and sustainability.

	<ul style="list-style-type: none"> • Ensure delivery and use of programme materials including key tools and publications. • Budget design and (re)development, budget tracking and reporting as needed. • To be available for consultation and assistance as and when needed.
Generic responsibilities	<ul style="list-style-type: none"> • To adhere and comply with FIGO Policies and Procedures • To contribute to the work of the department and/or team and FIGO • To travel to / attend meetings and events (and represent FIGO at external meetings and events if required). • 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.
<p><i>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.</i></p>	

Name of job holder	Signature	Date of agreement
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End

