Programmes and Partnerships Assistant (French Speaking & Writing)

Department	Programmes and Partnerships
Job Context	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 142 countries and territories. For over 70 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. 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. **Programmes and Partnerships Department** The Programmes and Partnerships Department secures and manages FIGO's donor funding, which currently comes from bi-lateral, multi-lateral and philanthropic trusts and foundations. We develop partnerships with donors and ensure FIGO's donor funded women's health programmes have the best possible impact for women and girls, and the governments, health systems and health workers which serve them. The team currently manage a portfolio of programmes and projects focussed on maternal and newborn health and reproductive health in sub-Saharan Africa and South Asia, spanning abortion, female genital mutilation, anaemia and obstetric fistula (FIGO Programmes | Figo). Working across a range of countries, including French-speaking contexts, our team collaborates closely with international partners to support the delivery of these programmes.
Purpose of job	The Programmes & Partnerships Assistant provides administrative, logistics and coordination support to FIGO's Programmes and Partnerships Department. The role supports the delivery of a portfolio of women's health projects by coordinating meetings, travel, workshops and documentation, and by supporting project administration.
Reporting to	Senior Programme Manager
Working hours	Full time 37.5 hours a week excluding lunch breaks
Salary band	A
Accountabilities and deliverables	**Coordination and Logistics**

	• Coordinate scheduling of meetings, including department team meetings, project related meetings and workshops. • Support the preparation and distribution of meeting documentation and follow up materials. • Coordinate arrangements and logistics for project meetings, workshops and events, including booking flights, venues, catering and coordinating participants • Arrange travel logistics for staff, consultants, volunteers, and project participants, including flights, accommodation, visas and reimbursements. • Prepare necessary documents, such as invitation letters, visa letters. • Support logistics for consultants, partners, volunteers and project participants. **Project Administration** • Maintain organised project documentation and online filing systems to support project team access and knowledge sharing. • Supporting the preparation of project documents such as iworkplans and reporting templates • Maintain up to date project documents, such as participant lists and training databases and the CRM system • Support Programme staff and the Monitoring, Evaluation and Learning (MEL) Manager in maintaining project databases and systems, ensuring project data is accurately recorded in line with documented MEL plans. **Communications** • Establish and maintain good working relationships with external stakeholders, such as funders, advisory/steering group members, partner representatives and project participants. • Coordinate maintenance and updates to project webpages and websites, alongside the communications team colleagues. • Design layouts for documents, ensuring external project documents follow FIGO brand guidelines. **Financial and Procurement Administration** • Raise purchase orders, and liaise with suppliers to support timely invoice processing • Assist with maintaining financial documentation and records for projects • Support financial tracking and reconciliation of project costs against project budgets • Support preparation of documentation for financial reporting and audits.
Person Specification	**Experience** • Experience of providing coordination and administrative support • Experience of supporting the organisation of meetings, workshops or events. • Experience of maintaining project documentation and project records. • Experience of working in international development or global health. **Skills and Abilities** • Strong written and spoken communication skills in both French and English

	• Strong organisational skills, with the ability to manage multiple tasks and priorities. • Strong attention to detail and ability to maintain accurate records and documentation. • Good communication skills, with the ability to work effectively with a diverse range of stakeholders.

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.

Name of job holder	**Signature**	**Date of agreement**