

Senior Project Manager (Interim)

Department/ Team	Programmes
Location	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
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 139 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.</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>
Main purpose of job	<p>The FIGO Fistula Surgery Training Initiative (FSTI) project has been in existence for 10 years and in that time has become recognised as a key global project, instrumental in delivering capacity building and improved healthcare outcomes for women, with an emphasis on the global south. After 10 years the senior project manager has stepped down and FIGO are seeking to use this as an opportunity to review the project delivery model.</p> <p>The Interim Senior Project Manager role will lead the FIGO Fistula Project on an interim basis and be responsible for the ongoing delivery of the project during that period. In addition, they will be expected to review the project delivery model, ensuring that the project aligns to best practice and delivers in the most effective and efficient manner possible for the future, whilst ensuring agreed project outcomes.</p> <p>This is a fixed term appointment.</p>
Reporting to	Head of Business Development & Programmes
Budget responsibility	Fistula Programme
Posts that this role manages	Project Manager - Fistula
Working hours	22.5 hours per week excluding lunch breaks Fixed term contract until 31 st December 2025.

Organisational Relationships	Project Manager, Project Coordinator for East and Southern Africa, and Project Coordinator for West/Central Africa and Asia, Fistula Surgery Training Initiative Chief Executive, Chief Operating Officer and Secretariat Team Projects Team, Finance Department, IJGO Team, Communications, Memberships and Events Team Leadership Team Expert Advisory Group (EAG) of Head Trainers, FIGO Fistula Training Centres
Initiative Background	The FSTI aims to build methodically the capacities of fistula surgeons – FIGO Fellows - (and care teams) over time by providing training placements in accredited, specialised Training Centres, as well as coaching sessions by accredited Trainers in Fellows’ home environments, using the FIGO Fistula Surgery Training Manual (2022)
Major responsibilities	The Senior Project Manager will <ul style="list-style-type: none"> • Lead project delivery and development, including budgeting, planning and reporting • Review, evaluate and recommend changes to the current working practices and structure • Document and implement revised working practices and project delivery guidelines • Engage technical support from FIGO’s expert network • Mentor and develop the Project Manager and other project staff.
Specific Responsibilities	<ul style="list-style-type: none"> • Provide leadership in the management of the Fistula Surgery Training Initiative (FSTI) • With the Head of Business Development and Programmes, review the project funding model and identify future opportunities Implement a culture of continuous improvements as part of the development of the Project Manager, support with leadership development and improving team performance
Generic Responsibilities	<ul style="list-style-type: none"> • To adhere to and comply with FIGO Policies and Procedures. • To contribute to the work of the department and/or team and FIGO. • To travel to / attend international 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 which 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.
<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>	

Name of job holder	Signature	Date of agreement
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PERSON SPECIFICATION

Job title:	Senior Project Manager
Department/ Team:	Programmes
General and professional education	
<i>Essential</i>	
<ul style="list-style-type: none"> • Bachelor Level degree in public health or another relevant topic 	
<i>Desirable</i>	
<ul style="list-style-type: none"> • Masters level degree in public health or another relevant topic • Certificates in Project management/financial management • Clinical knowledge of Fistula surgery • Clinical knowledge of Reproductive Health 	
Knowledge and experience	
<i>Essential</i>	
<ul style="list-style-type: none"> • International development/public health specialist with experience supporting projects in low-resource countries 	
<ul style="list-style-type: none"> • An experienced administrator possessing excellent interpersonal, writing and communication skills. 	
<ul style="list-style-type: none"> • Will have the ability to work independently and as part of a team and be able to exercise autonomy and personal authority as needed. 	
<ul style="list-style-type: none"> • Great leadership and mentoring skills. 	
<ul style="list-style-type: none"> • Adept at proactive planning and forward thinking 	
<ul style="list-style-type: none"> • Excellent organisational skills and attention to detail 	
<ul style="list-style-type: none"> • Proven ability to work with a diverse and cross-cultural range of stakeholders 	
<ul style="list-style-type: none"> • Flexible and creative problem solver 	
<ul style="list-style-type: none"> • Interest in women's /public health initiatives 	
<i>Desirable</i>	
Experience in advocacy and awareness raising	
<ul style="list-style-type: none"> • Working knowledge of health systems strengthening 	
<ul style="list-style-type: none"> • Language Skills specifically French or Portuguese Speaking 	
ANY OTHER REQUIREMENTS APPLICABLE	
<i>Essential</i>	
<ul style="list-style-type: none"> • Willing to travel internationally as required. 	

N. B FIGO is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their ability to work in the UK.

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