

Financial & Logistic management (10%)

- ❖ Oversee the appropriate mobilisation, use and management of financial and logistic resources of the Network
- ❖ Supervise budget expenditure and approve all financial transactions in collaboration with the Financial Coordinator and Network Assistant
- ❖ Prepare the annual budget in accordance with annual workplans
- ❖ Prepare final financial reports

Qualifications

The ideal candidate will be/have:

- A master's degree and at least five years of experience in project management and programme support, or equivalent experience.
- At least five years of experience in programme or operations management for an NGO
- At least three years of experience in international networks and/or platforms
- Experience of working collaboratively and effectively with a wide variety of people both internally and externally, at all levels
- Native/bilingual proficiency in English required
- Full working proficiency in French and Spanish highly desired, with full working proficiency a minimum requirement.

Skills & Knowledge

- Experience in providing strategic planning and/or management advice
- Experience in designing and implementing MEAL frameworks
- Advanced leadership and management skills
- Experience of representation at international levels
- Ability to summarise and convey messages in an accessible language

Interpersonal skills

- Dynamic, responsive, creative, and able to adapt to new situations
- Exhibit leadership, responsibility, and autonomy
- Versatile and organised
- Manage priorities and emergencies
- Work in a team environment
- Assertive in communication and conflict management skills
- Have a good sense of humour

Other qualifications:

- ❖ Highly motivated and adaptable self-starter with the ability to work effectively within a complex NGO and remote team environment;
- ❖ Ability to travel up to 15%–20% of the year

What's in it for you?

- You will be working for an organisation where the mission is inspiring, and your colleagues care deeply about it and the network of people carrying out that mission.
- You will be playing a key role in helping to drive growth, influence impact, and advance efforts to create a more sustainable healthcare sector and community.
- You will be part of an inspirational global network and play a key role in building a cohesive network with growing impact and influence in the sector.

CONDITIONS :

- Full time contract
- 12 months (starting date: 7 March 2022)

- Possible location: Greece (Athens); Netherlands (Amsterdam), Spain (Madrid), Switzerland (Geneva); Portugal (Lisbon), United Kingdom (London), France (Paris), Germany (Munich)
- Competitive salary

HOW TO APPLY :

Send your curriculum vitae and a cover letter to: ntmdm@medecinsdumonde.ca

Deadline: 7 February 2022