

Job title: Programme Officer – AMR

Duration: 6-9 month contract

Organization:

FIND is an international non-profit organization based in Geneva, Switzerland, dedicated to R&D activities to expand and accelerate access to new diagnostic technologies, and to build global capacity for diagnostic testing for poverty-related diseases in low- and middle-income countries.

Overall objective:

FIND's vision is of a world where diagnosis guides the way to health for all people. The FIND team is dedicated to driving the development, clinical trialling, and early implementation of innovative diagnostic solutions that can have a high impact on patient care and disease control in low-resource settings. FIND also plays a key catalytic role to ensure that global laboratory networks are prepared for the introduction of new technologies. As the Programme Officer, you will support the AMR programme team under the supervision of the Head of AMR Programme

Job description:

This position is responsible for the support of FIND's AMR (Antimicrobial Resistance) programme. In this position, you will provide technical support for the programme, and support the management of the overall portfolio of projects. These address gaps in the availability and use of diagnostic tests to better identify causes of fever and guide appropriate use of antimicrobials, as well as tests for early detection of epidemic-causing pathogens for acute febrile illness, AMR, and outbreak preparedness.

The specific activities will include but not be limited to:

- Coordinate a consolidated view of the programme's workload, risks and budgets
- Work with project staff to ensure that projects are adequately and appropriately planned (realistic, achievable, describing major activities and milestones)
- Ensure that schedules are updated on a regular basis and after major changes
- Coordinate the AMR projects under the responsibility of the Head of AMR and the Director of Emerging Threats, in collaboration with key stakeholders, and with input from FIND's executive leadership
- Ensure effective execution and management of approved projects within the programme, including progress/milestone monitoring, and identification of critical success factors and key performance indicators for project evaluation
- Be a key coordinator amongst the FIND R&D and Access teams as well as external stakeholders involved in AMR management, policy, and programme implementation in resource- Manage R & D projects
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- Ensure that schedules are updated on a regular basis and after major changes

- Help identify and coordinate project interdependencies, in particular where they are cross-cutting (i.e. Fever, AMR projects)
- Ensure smooth translation between phases in project execution
- Ensure efficient and cost-effective use of FIND resources
- Interact with team and partners on a regular basis to help them meet milestones
- Participate in regular internal cross-team project reviews together as appropriate (e.g., business development, communication, fundraising, etc.)
- Present progress reports at interim and formal management reviews
- Work on budget plans for AMR portfolio projects

Requirements:

- Master Degree in microbiology or other scientific field is required
- A thorough understanding of relevant infectious disease epidemiology and public health issues, with specific experience in AMR is preferred
- 3 to 5 years' experience in Project Management
- Experience in IVD R&D and trials with at least some of that experience related to diagnostics for use in resource-limited settings is an asset
- Work experience in low and middle income countries implementing laboratory activities is an asset.
- Excellent interpersonal communication skills
- Team-oriented
- Fluent in English (verbal and written)
- Working knowledge of French, Portuguese, and/or Spanish would be an asset

To apply:

Please send a motivation letter, a CV (maximum 2 pages) and three references to hr@finddx.org.

Deadline to send your application: **15 July 2020**

Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered

(But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)