

In the context of the 2016-2020 strategic plan, we are looking for a

## **Global Health Coordinator**

**Position Start Date:** 1<sup>st</sup> of February 2018

**Duration:** CDI

**Location:** Switzerland, Lausanne

**Rate:** 100%

**Travel rate:** 20-30% with global field missions

**No closing date is set for this position; recruitment is on-going until the position is filled**

### **Context**

Terre des hommes focuses on developing and strengthening health activities to improve the conditions of the most vulnerable children around the world and make a sustainable systemic change.

### **Main responsibilities**

The objective of this post is to support the Health Programme to reinforce Tdh's position as a reknown international actor in Maternal Newborn Child Health (MNCH). Under the supervision of the Head of Programme, this post will have a central role in the coordination of the Health Programme activities, to build new innovative high added-value interventions, mobilize technical and financial resources, develop and manage partnerships, and ensure knowledge management. The coordinator will bring strong field programme management background, global health expertise and extensive operational experience to the members of the programme, while having specific responsibilities for projects to put in place.

### **Function details**

#### ***Programme coordination and development***

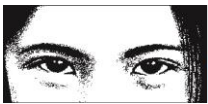
1. Supports the Head of Programme to manage and develop the portfolio of projects
2. Supports the Head of Programme to build and manage strategic partnerships and collaborations, and proactively mobilise technical and financial resources
3. Contributes to prospect, identify, initiate, and develop new opportunities
4. Develops in-depth understanding of the needs and objectives of all stakeholders (including beneficiaries, partners, and donors), to develop tailored solutions which maximize impact as well as cost efficiency
5. Ensures that projects, especially new ones, are designed and delivered based on best practices, available evidence, context specificities, and feasibility analysis and that they are focused on quality, efficiency, impact and integrated approaches with other programmes
6. Integrates and synthesizes findings from multiple sources to enable strategic decision making
7. Develops quality relationships with internal and external partners.

#### ***Monitoring, reporting and grant writing***

8. Ensures the production of internal documents and high quality reports to donors in a timely and quality manner, in line with donor commitments in conjunction with Regional Coordinators
9. Leads the development of new proposals and initiatives
10. Assists in the development of detailed log frames, work plans, and monitoring tools and support their implementation
11. Synthesizes and documents results and lessons from grants and contracts, including preparation of briefings and portfolio reviews for presentation.
12. Contribute to writing background documents, briefs, and presentations, including carrying out relevant literature reviews, landscape analyses, and data analysis.

#### ***Knowledge management and research***

13. Identifies trends and relevant information, maintains a deep knowledge of global health interventions in MNCH
14. Leads knowledge management and sharing between Headquarters, Regional Offices and Country Offices, on relevant thematic areas



15. Supports research activities for the programme and leads the team efforts to produce scientific articles

***Other responsibilities***

16. Ensures the coaching of collaborators as needed, from the recruiting to the final collaboration reports
17. Prepares the budget of the Programme, ensures its validation and make a precise follow-up of expenses.
18. Under her/his perimeter of responsibility, the coordinator represents the Programme within the Foundation, and the Foundation when in contact with external actors or networks

**Profile**

***Experiences and professional skills***

- Advanced university degree (Masters level or above) in business administration, development or medical studies, or equivalent professional experience. A university degree in public health would be an asset.
- Excellent oral and written skills in English and French (C1)
- At least 7 years of experience in coordinating and implementing health programs, preferably in NGO or international development settings
- Experience in grantwriting / grant management and the search for institutional financing, with good knowledge of financial partners
- Established large network of collaborators, partners, alliances in the field of MNCH
- Experience with ICD4Dev and community based projects

***Soft skills***

- Entrepreneurship, autonomy, proactivity and ability to decide
- Great communication skills
- Ability to work in a matrix structure
- Collaborative attitude both inside and outside the department
- Ability to identify key issues, anticipate risks and alert management with proposed recommendations, solution-oriented
- Excellent interpersonal skills, including integrity, good judgment and diplomacy
- Team player who supports others when needed
- Ability to work in multicultural and multidisciplinary environment

**Child Safeguarding Policy**

- Raising awareness within the Foundation on violence against children.
- Providing guidance to employees and others and defining expectations when it comes to preventing, raising, denouncing and responding to issues of child abuse.
- Reducing the risk of child abuse by selectively recruiting employees and others.
- Reducing the risk of child abuse by developing a culture of open and informed leadership within the organization and in our work with children.

We offer an exciting and varied work, useful and meaningful, in a team that wants to make a difference for vulnerable children.

Are you interested? Do you want to face this challenge?

**Procedure**

Please apply on our website: [www.tdh.ch/en/jobs](http://www.tdh.ch/en/jobs) We will only consider complete online applications corresponding to the required profile.

Your application must include a complete CV and a covering letter. If you are not shortlisted, your file will be destroyed by us, according to the rules on data protection.

**If you face difficulties in applying online, please contact our HR department: [rh@tdh.ch](mailto:rh@tdh.ch)**

Terre des hommes provides equal working conditions for men and women. Furthermore, for candidates with equivalent qualifications and for positions with responsibilities, applications from women are strongly encouraged.

The recruitment and selection procedures of Terre des hommes reflect our commitment for child security and protection.