

CALL FOR APPLICATION

Post	Project Manager
Contract	Fixed-Term
Reference No	
Report to	Prof Charles Wondji
Role purpose/Summary	To provide high quality Management support to Bill and Melinda Gates foundation (BMGF) project at the Centre for research in infectious Diseases (CRID)
Scope	The post holder will support the Principal Investigator and partners by providing an efficient and effective management and planning support to the BMGF project

SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Scientific and programmatic Support	Provides overall scientific project management oversight and maintains coordination and communications among all parties and help PI implement project scope and objectives
		Predict resources needed to reach objectives and manage resources in an effective and efficient manner
		Develop and manage a detailed project schedule and work plan
		Provide project updates on a consistent basis to the Principal Investigator and various stakeholders about strategy, adjustments, and progress
		Monitors progress against plans and provides status to Principal Investigator using project/program management tools and techniques to organize, plan, track, coordinate, execute, report, and evaluate project and objectives
		Measure project performance against agreed timelines, milestones and budgets across the project to identify areas for improvement
		Assist the Principal Investigator in drafting statements of work and reviewing deliverables of subcontracts with partner institutions and with tracking material transfer agreements,
		Minute meetings, prepare meeting background documents and follow up on action points
		Ensure that all internal and external reporting deadlines are met.
		Prepare agenda items for meetings and formally minute meetings and ensure all attendees receive accurate and timely minutes;

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		Prepare budget based on scope of work and resource requirements

1	Administrative and Financial support	Support the process of establishing collaborative agreements with partners by effectively liaising with relevant staff
		Ensure Value for Money (VfM) in all administrative functions
		Track project costs in order to meet budget
		Contribute to the production of documents, papers, presentations as required by the PI and Post Docs.
		Establish efficient office systems including electronical and paper filing, handling and disposing of confidential information and recycling in accordance with CRID policies.

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2	Logistics, Meetings and Event Management	Support the Staff to organise scientific and management meetings by assisting with: date planning; making room/venue bookings and arranging catering; preparing/circulating agendas, papers, and minutes; facilitate virtual meetings (e.g. Skype/Go to Meeting); minute taking; circulating documents; record and monitor completion of action points.
		Take responsibility for preparing and tracking meeting budgets, ensuring VfM and delivery with agreed budget.
		Provide logistics and administration support to project research activities including liaising with staff and overseas partners and travel agents to organise trips and obtain visas; calculating, distributing and processing expenses according to CRID/LSTM policies and procedures.
		Coordinate domestic and international travel and accommodation itineraries including flights, visas, hotels, currency, transfers and insurance for LSTM based project staff.
		Provide support to Post Docs and PhD students in making international travel arrangements from home country to abroad, project meetings, conferences, secondment posts and training courses.
		Deal with travel issues as they arise (both in and out of office hours) when staff are travelling overseas including problems with visas, cancellations and changes to flights/itineraries.
		Plan and support national and international project meetings and workshops (budgeting, setting dates, sending invitations, arranging venues/teleconferences, travel, accommodation, refreshments, collating and circulating information before and after the meetings)

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3	Coordination and communication with internal and external partners	Provide support to the staff to develop design maintain and update the programme webpage within the CRID website.
		Actively support the communicator in the use of other social media platforms to promote the programme.

		Maintains coordination and communication between research operations, program management, and team members, prepares meeting minutes and follow up to action items.
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FURTHER RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Working in a safe and ethical manner	Adhere to local and legal requirements. Undertake personal health and safety responsibilities in accordance with H&S legislation and CRID Health & Safety Policy and procedures. Respect confidentiality and adhere to ethical requirements
2	International Travel	Duties may involve occasional national and international travel
3	General	Any other duties commensurate with the grade and nature of the role
		Participate in staff development and training sessions as required within the post
		Day to day office management
		The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager

	COMPETENCY CRITERIA	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Qualifications, Training & Knowledge	Master 2 in biological sciences, project management, business or related disciplines
		Strong familiarity with project management software tools, methodologies, and best practices
		Excellent IT and computer skills
		Knowledge of working in a public health related academic
2	Experience	Minimum of 3 years, with 1 year of experience working in a similar organization
		Experience of budget monitoring and management in a cost-conscious environment
		Proven experience in providing administrative support to externally funded research projects
		Proven ability to complete projects according to outlined scope, budget, and timeline
		Experience of working to tight targets and deadlines
		Experience of organising international meetings including travel logistics
		Experience of minute taking at strategic level
		Experience seeing projects through the full life cycle
		Experience of maintaining/developing websites and social media
3	Skills & Behaviours	Proven administrative and time management skills and the ability to effectively prioritise workload
		Strong interpersonal skills and extremely resourceful



	Excellent organisational ability and attention to detail
	Flexible with ability to multitask and prioritise time and task demands
	Able to demonstrate assertiveness and tact
	Strong interpersonal skills and experience in building working relationships with people at all levels and from different backgrounds
	Excellent written and oral communication skills in English
	Excellent word processing, spreadsheet and PowerPoint skills
	Experience of communication with wide range of disciplines and cultures
	Ability to work co-operatively and productively as a team member as well as independently
	Enthusiastic and positive approach to work with good problem-solving skills and the ability to take initiative

Working conditions	Full time, 40 hours per week.
	Fixed Term 3 years)
How to Apply	Send CV to crid@crid-cam.net
Deadline for applications	November 06 th , 2020

NB: women applications are strongly recommended