LC00500
TECHNICAL PROJECT COORDINATOR

Level 13

Reports to (Hierarchical)
Head of Mission / Head of Programmes

Reports to (Functional)
Head of Mission / Referent in Headquarters

Job Family
Logistics and Supply

Main Purpose
Defining, planning and managing a large multifaceted technical project , analysing the context issues at stake, the risks and constraints and calculating human and financial needs collaborating with the capital team according to MSF protocols, standards and procedures in order to set the infrastructure of a project before the (medical) operations start

Accountabilities
- Defining, coordinating and monitoring all the aspects (legal, administrative, financial, etc.) of a major project for the mission to meet requirements regarding technical quality, schedule and cost
- Coordinating and supervising the implementation, monitoring and evaluation of the programmes in collaboration with the team, by collecting information and comparing it with the objectives and schedules in order to monitor progression and early detection of deviations, proposing corrections where necessary
- Ensuring adequate technical and managerial responses at every phase of the project
- Representing MSF within project limits and following up on the legal aspects, in close collaboration with the Coordination team, third parties, authorities, etc
- Ensuring adequate tender processes, contracting and signatures, in collaboration with HQ and the CMT and being responsible for the subcontract management
- Providing reports to the coordination and HQ’s team on project evolution
- Elaborating the Project’s institutional memory, keeping written records (and files them) on its development, in order to broadcast MSF achievements and improve awareness

Education
Essential University degree. Desirable degree in Project Management

Experience

- Essential working experience of at least 2 years in logistics, preferably within MSF
- Essential working experience in the management of Technical projects preferably with formal processes and tools to manage resources, budget and changes
- Essential working experience in developing countries

Languages

Essential mission working language

Knowledge

Computer knowledge

Competencies

- Strategic Vision **L2**
- Leadership **L2**
- People Management and Development **L3**
- Service Orientation **L3**
- Teamwork and Cooperation **L4**

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