

## Terms of Reference

### **Project Manager, Partners' Forum, New Delhi, 12-14 November 2010**

**4 months, full-time, August-November 2010**

**Location: PMNCH office, Geneva**

### **Overall objectives**

The Project Manager will take overall responsibility for the day-to-day coordination of the Partners' Forum, working closely with the PMNCH Deputy Director and secretariat staff members and consultants responsible for particular areas of work, eg, programming, communications/advocacy, travel, contracts, finance, etc. The Project Manager will ensure that the Forum is produced on time and on budget, adhering to key milestones established by the Steering Committee and the PMNCH Executive Committee.

### **Duties**

- Translate the strategic vision provided by the Forum Steering Committee into a project timetable with key milestones and deliverables
- Establish clear lines of internal communication between all team members to ensure that information flows in a coordinated fashion. This will include establishing regular team meetings, assigning tasks as required, and ensuring timely delivery of tasks assigned;
- Establish clear lines of external communication. This includes developing letter templates for different groups, describing clearance processes required for high-level communication with ministries, heads of agencies etc.
- Act as liaison between the Delhi-based Project Manager, Local Organizing Committee, and Program Committee representatives and coordinators of event sub-committees (field trips, opening night, innovation market) to ensure strong communication and coordination in the execution of Forum planning between the Geneva and Delhi teams;
- Maintain a check on the budget process and vendor contracts, to ensure the development of the Forum is in line with plans;
- Draft text as required for the Forum and PMNCH websites, e-blasts, etc.

### **Required skills and experience**

- Previous experience of organizing large-scale meetings (100+) with international participants from a wide range of backgrounds, ie, government, donors, civil society, health care professionals, academics, etc.;
- Skilled project manager, preferably with experience in managing multi-location teams;
- Well-organized with capacity to prioritize as required;
- Ability to identify emerging problems and seek solutions;
- Excellent communicator, both oral and written;
- Knowledge of global health issues, preferably in relation to reproductive, maternal, newborn and/or child health
- Ability to travel

If you would like to apply for this position, please send your CV and a cover letter to Dina El Husseiny [elhusseinyd@who.int](mailto:elhusseinyd@who.int) by **Tuesday 3rd August**