|  |  |
| --- | --- |
| **Title:**  | TECHNICAL PROJECT COORDINATOR |
| **Generic Function:**  |  |
| **Code:** | LC00500 |
| **Level:** | 13 | **(E)** |

|  |
| --- |
| **Position in the Organization** |
|  |  |
| **Reports to (Hierarchical):** | Head of Mission |
| **Reports to (Functional):** | Head of Mission / Referent in Headquarters |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

|  |
| --- |
| **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
 |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |
| --- |
| **Requirements** |
|  |  |
| **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
 |
|   |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**