

Job description: Project coordinator
International Association of National Public Health Institutes (IANPHI)

MISSION

Organisation: International Association of National Public Health Institutes (IANPHI)

Position: Project coordinator

Area: Public Health

Type of contract: Fixed term contract of public law (CDD), full-time position

Length: 14 months (March 2022 – May 2023)

Address: The Association Secretariat is located at Santé publique France, 12 rue du Val d'Osne, 94415 Saint-Maurice

PRESENTATION OF THE ORGANIZATION

The International Association of Institutes of Public Health (IANPHI) is a network of directors of national public health institutes (www.ianphi.org) which currently counts with 110 members, covers 95 countries and is structured into four regional networks (Africa, Latin America, Asia and Europe). Its mission is to strengthen global public health capacities by connecting national public health institutes across the world to build global capacities and to create a fairer world. IANPHI is an inclusive and independent professional association which promotes an evidence-based approach to public health and strives for scientific excellence.

Since 2016, the IANPHI Secretariat has been hosted in Paris by Santé publique France, the French NPHI, within the Scientific and International Direction (DSIn).

The Secretariat plays a central role in the organization of the association and the animation of activities under the guidance of the President, the Secretary General, and the Board of Directors. IANPHI has an office in the United States, based at Emory University, Atlanta. The association entered into a process of legal and structural redefinition in 2018 and has been operating since early 2019 as an international non-profit association under Belgian law.

JOB DESCRIPTION

Mission: Contribute to the various activities of the IANPHI Secretariat and to the implementation of projects, to support the development and influence of the association.

Activities related to the Executive Board and to the strengthening the network of directors and institutes

- Preparation of Executive Board meetings (background documents and decisions, organisation of preparatory meeting with the President, liaison with EB members, preparation of the EB activity report)
- Organisation of EB members' elections
- Organisation of the annual General Assembly
- Guiding the presidents and vice-presidents of the regional networks towards the implementation of the Action Plan by the regional network, support the planning of events organised by the regional networks,
- Supporting the regular meeting of the regional networks, organisation of Elections for Chairs and Vice Chairs of the regional networks

Activities related to the strategic planning and the implementation of the Action Plan

- Steering the implementation of the Action Plan 2022-2023 initiatives¹ and strategic objectives related to the 2021-2025 Strategy²

¹ <https://www.ianphi.org/includes/documents/sections/tools-resources/action-plan-2022-2023.pdf>

² <https://www.ianphi.org/includes/documents/sections/tools-resources/ianphi-strategy-2021-2025.pdf>

- Providing coordination and Support for related activities, internal management, and financial reporting, namely setting up strategy meetings, preparing thematic and administrative documents, and aligning activities with Action Plan strategic objectives
- Work in close collaboration with IANPHI consultants for the implementation of the Action Plan, namely on communications and funding strategies
- Contribute to the standardization of (new) processes, including reporting of actions and formalization of IANPHI Thematic Committees
- Monitoring progress of the implementation of the Action Plan
- Coordination of the different thematic working groups and committees, relevant support when needed

Activities related to projects

- Development and implementation of new partnerships or revitalizing existing partnerships
- Launch and coordination of new projects, in collaboration with members, partners and stakeholders
- Follow-up on the budgetary management of the different projects in relation with the budget of the Association
- Drafting of coordination meeting reports and regular reporting
- Contribution to the communication related to the projects
- Contribution to the communication work and link with the US Office to ensure the updating of data published on the IANPHI website

Activities related to the efficient management of the Secretariat

- Management of administrative and legal activities: data management according to European regulations, monitoring of agreements signed with the various partners and offices
- Contribution to the proper management of the various requests received by the Secretariat, receiving, sorting, redirecting and / or responding to requests and ensuring their follow-up

PROFILE

Education level: Bac +5

Experience in the fields of public health or international / European affairs, within an international organization, or in the associative or institutional sector. Effective experience in project management.

Knowledge

- Excellent writing and communication skills in English
- Fluency in another language, especially Spanish, Portuguese or Russian is an advantage
- Knowledge of international organizations and European institutions working in the field of public health

Functional skills

- Experience in project management – planning, methodology
- Set, use and interpret data
- Ability to analyse and synthesize
- Know how in writing administrative documents (letters, call for applications)
- Knowing how in writing documents for internal use (notes, report)
- Master office tools (Outlook, Word, Excel, PowerPoint)
- Master of graphic tools, survey creation program

Social skills

- Good oral and written communication, ability to inform
- Autonomy, initiative and proactivity
- Search for relevant information and solutions



- Adaptability
- Ability to work in a team

CONDITIONS

14-month contract, taking office March 2022. Remuneration according to IANPHI rules.

Ability to work in France or work permit valid in France.

Submission of CV and cover letter to secretariat@ianphi.org by March 18 2022.