

# **OFFRES D'EMPLOI**

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| **Titre** |
| HEAD OF PROJECT (FF) |
| **Organisation** |
| FONDATION MERIEUX |
| **Ville** |
| Vientiane |
| **Pays** |
| Lao PDR with frequent domestic travel |
| **Date de début** |
| ASAP |
| **Date de clôture** |
| 30/10/2024 |
| **Type de contrat** |
| Fixed term contract (12 months) |
| **E-mails de contact** |
| [recrutement@fondation-merieux.org](mailto:recrutement@fondation-merieux.org) |
| CONTEXT |
| The Mérieux Foundation, an independent foundation with public interest status, is committed to fighting, in the field, the infectious diseases that affect developing countries by building capacities, particularly in clinical laboratories.  With its network of laboratories, the foundation’s work is focused on diagnosis, an essential aspect of patient care and an indispensable tool for disease surveillance and control. Taking a global health approach, the foundation also works in the field to help the most vulnerable, with a strong emphasis on mothers and children.  The core vision of Fondation Mérieux in Asia is to bring diagnostic solutions and access to health care closer to the most vulnerable populations and people who live in hard-to-reach areas. Over the last two decades, Fondation Mérieux has developed distinctive operations to detect, prevent and respond in the fight against epidemics, outbreaks, and potential pandemics in the region through sharing pragmatic expertise, capacity building, and enhancing infrastructure.  The Fleming Fund is a UK aid program supporting up to 25 countries across Africa and Asia to tackle antimicrobial resistance (AMR). In Lao PDR, we are implementing the “Fleming Fund-Country Grant II” program to mitigate the impact of AMR with a comprehensive surveillance approach.  We are looking for someone with a unique set of skills and dedication to manage and contribute to the operational activities of the Country Grant as Head of the project. |
| SUMMARY |
| Reporting to the Country Manager of the Foundation, you will oversee and manage all aspects of a flagship project (planning, execution, and delivery). You will lead a multi-disciplinary team (around 7 members) and coordinate with various stakeholders to ensure that project activities are completed on time, within budget, and meet the highest quality standards, focusing on antimicrobial resistance (AMR) surveillance system strengthening in Lao PDR. You will work directly with organizational leadership and program staff across the Foundation. |
| **Main Responsibilities:**  Develop/update work plans for team members and implement project plans, according to agreed timelines, budgets, and resource allocation within the assigned scope of work, and donor’s related regulations  • Lead project team and provide guidance and support to ensure successful project delivery  • Monitor project progress and performance, budget tracking, activity reporting, and make adjustments as necessary to meet project goals  • Identify and mitigate project risks and escalate issues as needed to ensure timely resolution  • Foster a collaborative and positive team environment and promote a culture of continuous improvement and innovation  • Develop and maintain strong relationships with donor, national institutions (at leadership level), and other external partners to ensure successful project outcomes, reporting and communication; including providing updates on project status and address any issues or concerns  • Ensure communication flows with all key project stakeholders: internally and externally with national institutions and the donor.  • Follow the Foundation’s internal regulations and obliging with Code of Conduct |
| **PROFILE** |
| **PROFILE**  **Required education and experience:**  • Initial education: - Bachelor's degree in project management, business administration, or a related field.  • Proven experience managing complex projects from initiation to completion (preferrable: >3 years of experiences with the iNGOs) , preferably in development aid projects  • Demonstrated experience in project and end-to-end management  • Experience working in a multi-cultural environment  **Required Skills:**  • Strong leadership and communication skills, with the ability to motivate and inspire team members  • Excellent problem-solving and decision-making abilities  • Strong analytical, organizational and writing skills  • Proficiency in project management tools and software. PMP certification a plus.  • Basic knowledge of health sector services and health care delivery programs  • Languages: Fluency in English and beginner level in Lao (desired)  • Capacity to work independently.  **Behavioral qualities:** Dynamic, problem-solving, pro-active, accountable, learner, and team player  **English:** fluent  **Lao:** conversational  If you are a results-driven individual with a passion for project management and a track record of delivering successful projects, we invite you to apply for the Head of Project position.    Application:  Please note that all candidates must submit their resume together with cover letter with email to the following address: recrutement@fondation-merieux.org |