

GAVI JOB DESCRIPTION

Position title:	Junior Programme Officer (JPO), Programme Support Team
Location:	Geneva
Purpose of the position:	Coordination of internal and external resources to ensure that different workstreams adhere to agreed scope and schedule, on support of innovations & cross functional engagements, on creation and maintenance of comprehensive documentation management.
Department:	Country Programmes Delivery
Team:	Programme Support Team
Reports to:	Head, Programme Support Team
N° of positions supervised (if applicable):	N/A
Career step level:	3
Duration:	Initially one year (renewable for the 2nd year with a consent with the Government of Japan and Gavi)

Gavi, the Vaccine Alliance is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. The Vaccine Alliance brings together implementing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. Gavi uses innovative finance mechanisms, including co-financing by recipient countries, to secure sustainable funding and adequate supply of quality vaccines. Since 2000, Gavi has contributed to the immunisation of more than 1 billion children and the prevention of more than 16 million future deaths.

KEY FUNCTIONS AND DELIVERABLES

- Coordinate internal and external resources to ensure that workstreams adhere to scope and schedule, and act as go-to person on assigned workstreams;
- Support innovations & cross-functional engagements within Gavi;
- Create and maintain comprehensive documentation management.

MAIN DUTIES/RESPONSIBILITIES

Under the guidance of the Head, Programme Support Team and the Senior Manager, Programme Support – Country Programmes Delivery, the Junior Programme Officer will have the following responsibilities:

Coordination and Innovation

- Support building and developing working groups by providing purpose and direction to ensure effective collaboration and motivation;
- Organise and participate in cross-team meetings (including Finance, Procurement, Strategy) as required to ensure continued alignment and management of expectations;
- Establish and maintain processes setting quality and performance standards and assessing risks;
- Coordinate team members and processes to ensure that projects are delivered on time and produce the desired results;
- Support with internal back-end processes like decision letters, AR Memos etc.

Documentation management

- Develop and maintain a robust document management system;
- Structure and manage integrated, multitask performance databases, as needed;
- Prepare Operational Guidelines and Grant Operational Manual, Process Maps and other resources that allow for improved understanding of processes;
- Ensure documentation and dissemination of lessons and promising practices.

Other Responsibilities

- Interact with a range of internal (Gavi) colleagues to understand country vaccine and immunisation programmes and their supporting needs;
- Timely, high-quality planning, drafting, and completion of communications of Gavi information to internal and external stakeholders;
- Oversee the operationalization of the agreed policies and strategic direction, including development of workplan;
- Report of workstream outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to project workplan.

Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.

QUALIFICATIONS

ACADEMIC

- Advanced university degree in public health, business administration or equivalent is required;
- Exposure to the basic elements of immunisation and/or public health is an asset.

WORK EXPERIENCE

- Minimum of 5 years of relevant professional experience;
- Experience in grant, project- and/or programme-management experience, including in situations of considerable complexity, challenging environments, and political sensitivity is a great asset;
- Experience working in or exposure to developing countries, vaccine programme management, health systems, research, evidence-based planning, and/or internal policy development are pluses;
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both internally/externally is preferred;
- Demonstrated ability to work independently and to demonstrate initiative and adaptiveness is an advantage;
- Excellent identification with Gavi's mission and a convincing familiarity with global public health/immunisation issues is preferred.

SKILLS/COMPETENCIES

- Critical thinking, problem-solving and creative mindset;
- Proactive identification, reporting and resolution/mitigation of issues and risks;
- Excellent organisation skills and high sense of responsibility and efficiency;
- Excellent communication, writing and presentation skills, good inter-personal skills;
- Project planning/management desirable.
- Interest in public health and immunisation programming;
- Advanced command and proficient knowledge of MS Office and related applications (Word, Excel, PowerPoint, etc.). Experience working with SAP, Salesforce are pluses.

LANGUAGES

- Fluent English;
- French is an asset.

CONTACTS

- Gavi Secretariat.