GFATM: Program Officer

The Global Fund is a foundation established under the laws of Switzerland enjoying certain privileges and immunities in Switzerland pursuant to a Headquarters Agreement concluded between the Swiss Federal Council and the Global Fund on 13 December 2004.

Contract Type
Defined duration / 1 year with the possibility of extension

Role Summary
- The Program Officer (PO) contributes to the delivery of the primary business of the Global Fund: grant management leading to the mitigation of the impact of AIDS, tuberculosis and malaria.
- The PO supports specific projects working in Country Programs Cluster in close collaboration with Fund Portfolio Managers (FPMs) and ensures compliance with due process at all stages of grant management, the collation and storage of data and the monitoring and reporting on grant-related information.

Responsibilities
- Grant Negotiation - Facilitates and coordinates grant negotiation processes in place at different stages of the grant lifecycle
- Ongoing Grant Management & Disbursement – reviews grant budgets and work plans, disbursement requests and other grant documentation
- Program Analysis and Management - Participates in the process of analysis on performance/financial/management/contextual matters for decision making on program related matters
- Local Fund Agent (LFA) Management - liaises with LFAs in the establishment of work-order contracts to ensure timely delivery of reports on products and services delivered relating to grant management
- Acts as a focal point for the gathering, recording and reporting of information on the grant management process in the countries assigned, preparing information briefs and coordinating responses to requests for information from other internal units and from external parties.
- Contributes systematically to operational policy development;
- Works across teams collaborating with other country team staff to promote a consistent approach to portfolio management within the Country Programs Cluster.

Qualifications
- University degree in public or business administration, finance or other relevant field or equivalent professional training or self/study work experience
Experience
- At least two years experience as Project Officer or four years’ experience as Project Assistant with an international development organization, finance institution or comparable experience in the private sector
- Demonstrable work experience of increasing involvement and responsibility in grant management or advanced project management
- Previous financial, project or grant management experience
- Monitoring and Evaluation experience
- Experience working in multi-cultural/national teams

Languages
- An excellent knowledge of English and preferably a good working knowledge of French or one of the following: Arabic, Chinese, Russian, and Spanish.
- Knowledge of other languages an asset.

Technical Skills
- Project Management, budgeting/finance skills
- Understanding of in-country realities
- Oral and written communication
- Good Computer skills (MS business suite)

Core Competencies
- Gathering Information
- Solution-oriented analysis
- Communicating effectively
- Promoting Team Work
- A results-oriented approach

Remuneration
Basic annual salary starting from 90,100 Swiss Frs. (CHF)