



*Last Updated: November, 2020*

## Job Title

# Transformational Investment Capacity (TIC) Project Manager

## Impact Statement

The TIC was established to transform MSF's ability to address the medical and humanitarian needs of vulnerable populations around the world. All MSF staff are eligible to bring forth ideas and if approved, receive funds, intellectual capital and human resources for projects that will improve how MSF delivers lifesaving care, both now and in the future. The TIC Secretariat manages the day-to-day discussions, supporting applicants and project teams with their proposals and projects, and working closely with the TIC Selection Committee.

The TIC Project Manager works closely with the TIC Lead, the other team members of the TIC Secretariat, the Selection Committee, MSF Operating Centres (OCs), non-operational Sections, and other MSF stakeholders, to support the project management elements of validating, evaluating, executing and scaling transformational projects and incubator ideas across MSF.

After 4 year of operations, the TIC has approved more than 60 transformational projects from one of the four focus areas: HR / learning and development, Medical Research and Development, Operations improvement / technology and Efficiency / Effectiveness. These projects are sponsored by almost 20 MSF sections in the world. These projects are either incubators or large-scale projects. **Incubators** are investments under €250k, with potential to scale up. Incubators can test and learn from prototypes and pilots, can assess the feasibility of an idea, or offer space to trial new models of care. **Large-scale projects** are targeted at more wide-scale transformation across the movement. They can include piloting, testing and deploying new technologies, platforms, diagnostic/treatment and capabilities, and are complex as they are multi-year, multi-operational centers, multi-millions of euros.

The Transformation Investment Capacity directly reports to MSF International Executive Committee.

## Key Responsibilities

The TIC Project Manager is primary responsible to:

- Act as a Project Management Technical Referent, providing advanced project management methodology and best practices support to Project Managers of approved TIC projects, working with the Steering Committees to ensure that projects are delivered on time and on budget.
- Oversee a portfolio of approved projects, providing support for project reviews, issue and risk management, audit reviews, etc.
- Serve as a prime for a significant subset of the TIC proposals (projects are divided across the TIC Secretariat, with the Project Manager responsible for the greatest number of projects to follow). This entails

understanding project status, key issues and risks, mitigation plans, budget status, lessons learned and liaising with the Selection Committee on project reviews.

- Provide project management advice and expertise to entities submitting proposals for funding – assisting applicant teams in developing and strengthening concept notes and business cases (especially for project management elements) and providing quality assurance for proposals received
- Build and maintain internal and external international networks that can be used to connect project teams and applicants with diverse resources (potentially those working on a similar project for another MSF entities, or a known expert in a particular domain) in order to support MSF transformation with coherence on a wide scale
- Evaluate, analyse and report on project progress, successes and lessons learned, contribute to developing presentations, documentation and other communication vehicles for Selection Committees and the International Executive Committee (ExCom)

## Specific Tasks and Duties

### TIC Proposal Development Support and Review

Collectively with other TIC Secretariat members, work with OCs, Partner Sections and MSF staff to support the development of TIC proposals:

- Promote and solicit applications for TIC proposals aligned with the transformational mandate of the TIC and that address MSF movement strategic priorities (as defined by the International Board Call for Change and the Operational Centers strategic Plans).
- Review, provide feedback and quality assurance on Concept Notes (4-page proposals), Business Cases or supporting materials; assist in refining content and clarity of the problem statements, benefits; assess the viability and quality of the proposed solutions; review the project plan, project methodology and milestones (workplan, timeliness, change management), strengthening the approach if appropriate to provide greater impact; review the appropriateness of the risk assessment; test considerations in scaling the proposal, etc.
- Ensure the project has appropriate sponsorship – section General Directors or Board Presidents
- Connect applicants with other resources in MSF as well as external expertise that may bring a greater level of support and challenge to the proposal

### TIC Selection Committee Meetings

- For each **Selection Committee meeting**:
  - **Contribute to preparing Selection Committee input documents, agenda and supporting materials** for Selection Committee meetings.
  - For projects that the Project Manager is prime for, provide support for the review of proposals with the Selection Committee and project teams. **Respond to any questions** from the Selection Committee on clarity of problem statement, required investment, business case thoroughness, resource requirements, partnerships, connections, project management governance, project management methodology, etc.
  - **Prepare Selection Committee output document sections for proposals and projects the Project Manager is responsible for.** **Contribute to ExCom presentations** for TIC Lead, Coordinator and Host review. Ensure they reflect the recommendations to ExCom for large scale projects, decisions made on incubator ideas and the rationale for recommendations and decisions made

### Approved TIC Project Review

With the support of TIC Secretariat members who are prime for select projects:

- Conduct Quality Assurance and provide feedback on the progress of the TIC project as well as the quality and completeness of the reporting received, on periodic and milestone reviews for approved projects, tracking the progress of projects against milestones.
- Support Selection Committee review of project progress at key milestones
- Review project financials in detail to ensure tracking to the approved budget. Solicit change request when required.
- Review details of project issues and risk analysis and if required, external Quality Assurance.
- Raise red flag issues to the TIC Lead on project key risks and issues
- Work with the project team to provide coaching and support where required on project management methodology and best practices
- Where additional rounds of funding are required, validate proposals and project plans to ensure they are meeting requirements

#### Post-Approval Project Audits

- Work with the Project Teams on preparing for Independent Audits where requested by the Selection Committee
- If a project audit is required, work with the project teams to support the success of corrective actions required course correction by ensuring the proper tracking of corrective actions as well as providing project management guidance.

#### Ongoing TIC Management, Reporting and Reviews

- Build relationships with external experts
- Champion adoption of TIC principles, proposal solicitation ensuring a healthy pipeline of TIC projects
- Provide transparency of projects and portfolio progress through periodic reporting, summarizing overall TIC project status, initiatives and funding (reports will be prepared with the support of the TIC Coordinator)
- Assist the TIC Secretariat team in preparing Periodic Reports and communications presentations to the ExCom, the International Board and the MSF movement to provide transparency in progress and lessons learned and promote successes

#### **Job-Specific Competencies**

- Ability to understand, review, analyze, challenge and validate transformation for incubator to large scale project proposals, business cases, project governance plans, timelines and budgets
- Ability to conduct project risk analysis and review project issues and risk logs for multi-faceted, complex and high stakes projects
- Credibility in challenging project teams in transformation, project management and change management, based on knowledge and experience in leading complex projects
- Thought leadership – strategic mind set with “out of the box thinking” and transformational experience
- Ability to support projects in the following domains: Human Resources, Learning, Operations, Information Technology and/or Medical (direct expertise is an asset but not required)

#### **Core Competencies**

- **Initiative and Innovation;** Proficiency Level 3: looks ahead and creates opportunities for improvement within the MSF Frame
- **Service Orientation;** Proficiency Level 3: Anticipates clients’ needs
- **Results and Quality Orientation;** Proficiency Level 3: Improves performance and sets ambitious and realistic goals
- **Teamwork and cooperation;** Proficient Level 2: shares information and coordinates with team and/or other
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude

- **A Commitment to MSF’s Principles;** Proficient Level 2: Acts towards the fulfilment of MSF’s Social Mission
- **Networking and Building Relationships;** Proficient Level 2: develops and diversifies networks

### Knowledge and Experience

- Extensive experience in project management and project leadership with roles in leading complex, multi-jurisdictional projects and providing quality assurance and coaching
- Experience in NGO leadership, academic leadership, industry / sector leadership, transformational program leadership an asset
- Experience in change management in both organizational change management and project change management contexts
- Experience and good understanding of humanitarian field operations
- Experience with and knowledge of MSF is an asset.

### Education, Certifications, and Languages

- Project Management certification (strong asset) and extensive knowledge of project management methodologies
- Fluency in English, proficiency in French, Spanish or Arabic an asset
- Computer literacy with MS Office tools and internet

### Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Flexible work hours and ‘work-from-anywhere’ options are available, upon approval from manager
- The office environment is open concept and workspace may be shared with office colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor, task lamp and phone
- Work requires long hours in front of a computer/laptop screen
- During COVID-19 restrictions, employees are required to have their own workspace, access to internet, and phone
- Willingness to travel internationally up to 10% of your time (when not limited due to the current pandemic, international travel is required to support Selection Committee meetings and to build relationships with MSF stakeholders and teams. Additional meetings can be conducted via tele- or video-conferencing.)
- Due to the ambitious nature of the TIC vision and the inherent challenge associated to transformation programs, the position requires the ability to work under a certain level of pressure and stress.

### Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we’re committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

### Job Information

**Position Level:** Individual contributor

**Department:** Executive Director’s Office, Transformational Investment Capacity Secretariat

**Position Status:** Permanent

**Activity Rate:** 100% (full time) 37.5 hours/week

**Location:** Any country where MSF is present. To facilitate collaboration with the rest of the TIC Secretariat team, incumbent must be available to work core hours that spans UTC +6 (Central Standard Time) and UTC -1 (Central European Time).

**Relocation:** Financial and logistics support is available for relocation, based on mutual agreement.

**Salary Grade:** Level D on the MSF Canada Salary Grid, \$77,889CAD per annum, or as per the local MSF compensation policy and grid in the country where the candidate will be based.

**Status:** Must be legally entitled to work in the country where the candidate will be based.

**Benefits:** As per the benefits and policies in place by the MSF section that will host the contract.