



*Last updated: October 2023*

## Job Title

# Project Manager, Climate Smart MSF

## Impact Statement

The Project Manager (PM) is responsible for managing and coordinating the project management support tasks to the Climate Smart MSF Phase 3 team as they work towards the achievement of the program's ambitious deliverables. PM reports to the Program Manager who deals with the vision, content and networking of the project while PM deals with the project management best practices. PM coordinate the design, organization and qualitative delivery Climate Smart's activities through a global, remote team of staff and consultants.

PM coordinates the project workplan; and ensures appropriate project reporting. PM also monitors MSF's activities related to climate change, maintaining an up to date landscape of the movement's actions in support of Climate Smart delivering relevant support.

## Key Responsibilities

- The Project Manager is responsible to:
  - Coordinate and ensure the good functioning of the project through project management tools and processes (ex. Activity dashboards, chronograms and actions plans).
  - Lead the Annual plan process in terms of methodology, while Program Manager ensures the content of the same.
  - Ensure the follow up and continuous control of project resources, concretely: HR, Budget and timeline. And raises issues to Program Manager when necessary.
  - Coordinate the Roadmap process together with the specific team or external subject matter experts with the objective to support MSF Entities to define their strategy towards Decarbonization.
  - Report according to set standards and to the pertinent platforms on Project management.
- Support Program Manager and consultants to explore and build a proposal for a business as usual movement wide mitigation strategy.
- Bring Project management support, best practices and control of sub-projects within the project such as Energy Assessment Pilot and others.
- Offer project and change management expertise to Climate Smart team members to support designing impactful activities that will drive Climate Smart towards achieving its goals and targets
- In collaboration with the Program Manager, develop and coordinate new processes, tools, training and guidance to ensure the efficient use of Climate Smart MSF resources

## Specific Duties and Tasks

### Roll-out of Phase 3

- In collaboration with the Program manager and the Climate Smart MSF team, develop and implement the project processes and infrastructure (eg. Project management, TIC and Steering Committee reporting, annual planning...) necessary to govern and oversee Climate Smart Phase 3
- Coordinate and facilitate the day-to-day activities of Climate Smart MSF team to support the achievement of the program objectives
- In coordination with Program Manager, track and report on deliverables for accountability mechanisms (eg. three- and six-monthly/annual review processes)
- Alongside the Program Manager, ensure appropriate budget control and course-correction to meet program objectives

#### **Collaboration and communication**

- Build and maintain productive relationships with diverse internal stakeholders among the different MSF entities linked with Project management needs.
- Actively maintain a good overview of climate actions across the MSF movement and help coordinate and facilitate these actions by connecting people and resources to inform to each other

#### **Risk management**

- Understand and support to mitigate MSF governance, legal, financial, reputational and other inherit risks to the Climate Smart ensure the consecution of the define project objectives
- Ensure the maintenance of the risks and issues monitoring tools
- Monitor project risks (implementation, financial, staffing) on a regular basis and alert Program Manager as needed

#### **Other**

- Provide support to the Program Manager in their leadership and people-management duties
- Maintain a global vision of and coordinate activity across multiple complex initiatives and collaborations utilizing project management skills
- Other tasks as required

#### **Core Competencies**

- **Initiative and Innovation;** Proficiency Level 3: Looks ahead and creates opportunities for improvement within the MSF Frame
- **Behavioural flexibility;** Proficiency Level 3: Facilitates and helps to bring about change in others
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude
- **A Commitment to MSF's Principles;** Proficiency Level 3: Acts towards the fulfilment of MSF's Social Mission
- **Leadership;** Proficiency Level 3: Encourages, engages and motivates people

#### **Knowledge and Experience**

- Demonstrable education on Project Management and desirable PM Certificate and experience inside complex, multi-faceted organizations
- Experience in MSF is necessary with desirable experience at Headquarter level and ideally understanding the intersectional dynamics among MSF entities.
- Direct experience of carrying out project management and reporting tasks, including status reports, issues and risk logs, action logs, budgetary control, financial planning and data analysis
- Demonstrable knowledge of issues related to the environment, international development, public health, and/or climate change will be considered an asset.

### Education, Certifications, and Languages

- Fluency in written and spoken both English is essential
- Proficiency in French, Spanish and other MSF operational languages an asset

### Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), evenings or early mornings may be required depending on time zone and very exceptionally weekends
- Work requires long hours in front of a computer/laptop screen
- Incumbent will be working with a global team, and may be required to attend meetings from time-to-time at inconvenient hours to accommodate people in different time zones

**Travel Requirements** (according to MSFC's updated Travel Guidance and with rationale for going and carbon reporting):

- 5% to project countries or other MSF offices

### Job Information

**Position Level:** Individual Contributor

**Department:** TIC, under the Executive Director's Office

**Reports to** Program manager MSF Canada hosted by MSF OCB

**Position Status:** Temporary contract, through December 2024

**Activity Rate:** 100%, 37.5 hours per week

**Location:** Brussels or Toronto (Remote possible with locations between UTC -1 and UTC +3 favoured)

**Status:** Must be legally authorized to work in the country where a contract would be issued

**Salary Grade:** A local salary compensation package based on experience and internal salary grid is offered for this role and will be discussed during the selection phase.

### 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.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease

our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.