



*Last Updated: April 2025*

## Job Title

# Transformational Investment Capacity (TIC) Project Manager (MSF Access Fund)

## 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. From January 2026, the TIC will host the new MSF Access Fund. The Fund will enable teams across the MSF movement to implement projects aiming to improve the accessibility, availability, affordability, appropriateness and quality of products for health care for populations and communities MSF assists.

The TIC Secretariat manages the day-to-day work and discussions, supporting applicants and project teams with their proposals and projects, and working closely with the TIC Selection Committee.

**The TIC Project Manager (Access Focus) will serve as prime for Access Fund projects.** The Access Fund will facilitate projects across MSF Access' six core activities:

- Introduces new products, and develops alternative supplies and sourcing approaches
- Bears witness to access problems
- Engages in development of products and operational research to improve the use of products
- Funds and collaborates with organisations to improve access to products for healthcare
- Advocates for changes to policy and practice on access
- Shares knowledge to improve access to products for healthcare

It will support projects focussed on the Access common priorities (vaccines, diabetes, AMR/ABR, diagnostic tools, SRH/SAC, TB and cancer) as well as non-common priorities.

The TIC Project Manager will **support the project management elements of validating, evaluating, executing, and scaling projects and incubator ideas across MSF.** A particular emphasis is on Access-related projects, but the Project Manager will also provide support to projects across the TIC portfolio to enable synergies and cross-learning to be flagged and capitalised.

## Key Responsibilities

- Provide **project management support 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.
- Serve as a **prime/focal point** for select projects, overseeing a portfolio of approved projects, providing support for project reviews, issue and risk management, audit reviews, etc.
- Act as a **Project Management Technical Referent**, providing advanced project management methodology and best practices support to Project Managers of approved TIC/Access projects, supporting them to ensure that projects are delivered on time and on budget.
- 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) 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, the International Executive Committee (ExCom) and across the MSF movement.
- Work closely with the **TIC Selection Committee** to ensure that Committee members have the appropriate level of high-quality information to take decisions and accompany projects.

## Specific Tasks and Duties

*The TIC Project Manager will be a member of the TIC Secretariat team.*

### Access Fund/TIC Proposal Development Support and Review

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

- Participate in the promotion and solicitation of applications for MSF Access Fund proposals aligned with the scope of MSF Access and MSF movement strategic priorities.
- Review, provide feedback, and quality assurance on Concept Notes (6-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.
- Ensure that project proposals have appropriate sponsorship – General Directors, Secretary General 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 the preparation of input documents, agenda and supporting materials for Selection Committee meetings.
- 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.

- Assist in preparing Selection Committee output documents and ExCom presentations. 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 Access Fund/TIC Project Review

Act as Prime on a portfolio of Access Fund projects, to:

- Conduct Quality Assurance and provide feedback on the progress of the 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 against the approved budget. Support Change Requests when required.
- Review details of project issues and risk analysis and if required, external Quality Assurance.
- Raise red flag issues to the TIC leadership 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.
- Ensure that lessons learnt, and best practices are captured, analysed and used to support the success of future projects, at a project and portfolio level.

#### Post-Approval Project Evaluations

- Work with the project teams on preparing for independent evaluations or audits as requested by the Selection Committee.
- Where relevant, work with project teams to support the success of corrective actions or 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 MSF Access, Operations, international projects, and MSF staff globally.
- Build relationships with external experts.
- Contribute to the efforts to champion adoption of Access Fund and TIC principles, including proposal solicitation ensuring a healthy pipeline of projects.
- Provide analysis of projects and portfolio progress through periodic reporting, summarizing overall project status, initiatives, and funding.
- 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 access-related small 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.
- Ability to **support and coach project teams**, providing expertise and critical challenges, whilst maintaining objectivity in a non-decisional role.

- Thought leadership – strategic mind set with “out of the box thinking” and **experience and understanding of access-related issues and stakeholders.**

### **Core Competencies**

- **A Commitment to MSF’s Principles;** Proficient Level 1: Acts towards the fulfilment of MSF’s Social Mission.
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude.
- **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.
- **Networking and Building Relationships;** Proficient Level 2: develops and diversifies networks.

### **Knowledge and Experience**

- Extensive experience of MSF Access work, or equivalent work with other organisations, including experience in managing access to medicines, medical devices, or diagnostics at the strategic level in low-resource settings.
- Familiarity with essential medicine policies, frameworks and global health initiatives (e.g., WHO, Global Fund, GAVI).
- Extensive knowledge of, and experience in, project management methodologies.
- Experience in humanitarian operations is an asset.
- Demonstrated ability to provide quality assurance and coaching to project teams.
- Experience in change management in both organizational change management and project change management contexts.
- High level of computer literacy with MS Office tools and internet.

### **Education, Certifications, and Languages**

- Fluency in written and spoken English

### **Working Conditions**

- Work is generally carried out Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Flexible work hours are available, upon approval from manager
- Work requires long hours in front of a computer/laptop screen
- Ability to travel internationally up to 10% per year to support Selection Committee meetings and to build relationships with MSF stakeholders and teams

### **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 with an MSF registered section in Latin America, Africa, Europe or Canada.

To ensure an easy collaborative work with the rest of the TIC Secretariat team, location between UTC -6 (Central Standard Time) and UTC +1 (Central European Time) will be favoured.

**Salary Grade:** A salary grid and benefits schema will be used from the MSF section local to the successful candidate. *Due to the administrative coordination required, there may be delays to the start date.*

**Status:** Must be legally authorized 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.

### **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 experiencing vulnerable circumstances 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.