Amazing student job - Project Manager for an International Federation

Quick facts
City:
Genève, Geneva
Extent:
Part time, Part time, 20 hours per week (50%)
Type of work:
Temp job

Job Category:
Project Manager
Start date:
As soon as possible
Other:
6 months with the possibility of engagement

You combine communication and project management profile? Are you currently student and interested in the health sector? Do you like to carry out prospecting missions, monitoring, evaluation, budgeting and reporting projects? You are said to be a proactive, motivated person with good interpersonal skills? If you see yourself in such a project, apply!

About the role
Our client is a Swiss-based non-profit organization active in public health. They help different actors around the world (130 countries) to progress in a positive way in different health issues.

To reinforce their team in Geneva, they are looking for a Project Manager to understand the needs and constraints of current issues.

You will work with associations, schools and media agencies active in the field of activity of the international Federation.

Job duties
- Analyze various change projects
- Understand, document and translate needs into functional requirements, technical specifications
- Manage the internal and external resources required to implement the solutions
- Plan and coordinate work of different parties in the support of operational solutions in the field
- Implement the project from A to Z
- Assure adherence to the Federation best practices and standards
- Contribute to the ongoing improvement of the internal implementations processes

We are looking for
- Ideally enrolled in studies on oral health/health/non-profit sector
- Be available up to 20 hours per week (50%) or more during the next 6 months minimum
- Excellent use of the Office Suite including Excel
- English and French: perfectly fluent or mother tongue / Other language: an asset
- Organized and autonomous personality, with a focus on problem resolution
- Excellent analytical skills, outgoing personality and easily manageable. Person who is used to work in a multicultural environment.

Do you have questions about this job?
Nadina Marques or a colleague in the recruitment team will gladly answer you on gen03@academicwork.ch. Please specify advert-ID in your email: 15037477