

## Project Coordinator (full-time)

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**The International Confederation of Midwives** (ICM) is the world's largest organisation for midwives, with over 250,000 midwives in 108 Member Associations in 98 countries. ICM supports, represents and works to strengthen professional associations of midwives on a global basis, and envisions a world where every childbearing woman has access to a midwife's care for herself and her newborn.

To facilitate its global work, ICM is recruiting a Midwife for the post of Project Coordinator to join the international team at its headquarters in The Hague.

### Primary responsibilities

The primary responsibility of the project co-ordinator will be the management of the day to-day operational aspects of all ICM projects; ensuring efficient execution of the project work plans, producing project timelines and milestones, using appropriate tools. The project co-ordinator, a midwife, will act for the Secretary General on occasions, offering midwifery technical support and expertise.

### Description of duties

Under the guidance of the Senior Midwifery Adviser, the Technical Midwife Adviser will:

- Track the progress of new and current ICM projects and provide performance management of the projects, ensuring agreed key outcomes are delivered effectively and efficiently
- Develop project plans and associated communication documents
- Manage project performance and prepare regular progress reports for the Secretary General, ICM Board, project partners, and donors
- Provide expert advice on specialist projects to key stakeholders
- Provide financial management and ensure delivery of projects
- Work closely with the ICM finance officer to track project progress and maintain project records
- Provide midwifery technical advice to colleagues and Member Associations
- Provide midwifery expertise at technical consultation meetings

### Education and experience

- Five years experience as a midwife (according to the International Definition of the Midwife) in a midwifery setting

- A minimum of three years' Financial Management experience
- Educated to degree level. A Masters degree, or other professional qualification, is desirable
- Demonstrable project cycle management experience
- Excellent command of English, both spoken and written. French and/or Spanish an asset
- Excellent communication and writing skills
- Advanced computer skills and knowledge of MS Office (Word, Excel, and PowerPoint)
- Good interpersonal skills, ability to communicate effectively in a multi-cultural environment and to work under pressure
- Good organizational and time management skills
- Cultural sensitivity and a flexible, service-oriented, approach to tasks

### **Location**

ICM Headquarters, The Hague, the Netherlands. Duties may include occasional international and regional travel.

### **Duration**

Initial one-year contract, with possibility of extension based upon satisfactory performance review and funding availability.

### **Terms**

Full time (37.5 hours/week)

### **To Apply**

Applications and informal enquiries may be submitted in English to Emily Kibbler, Personal Assistant to the Secretary General, at [e.kibbler@internationalmidwives.org](mailto:e.kibbler@internationalmidwives.org)

**Closing date for applications: Friday, 9 March 2012** (Only shortlisted applicants will be contacted.)