

CET Infrastructure Project Manager

Summary Description

Maintain oversight of all infrastructure development projects and represent Mercy Ships in a pre- or post-ship capacity in a designated region; and enhance programmatic impact by managing the implementation of infrastructure and development projects aligned with Medical Capacity-Building and Operational programs in the same region.

Essential Duties and Responsibilities (include but not limited to)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- In collaboration with the respective project team leader, create project plans for each regional project for review by the Senior Program Design Director. Ensure that:
 - Proposed activities align with Mercy Ships strategic and tactical program policy,
 - Activities and Outcomes are correctly captured and achievable,
 - Activities, Outcomes, and Goals address the identified need,
 - Activities align with the information represented in the budgets, and
 - Documents are well written and grammatically correct.
- Work with Finance at the ISC to create project budgets and monitor expenses.
- When needed, serve as the project manager in the region – including the coordination of logistics (vehicles, lodging, venue, catering, team meals, etc.) and construction management personnel.
- When Team Leaders or Project Managers are available, assist with introductions, coordination of the team with the partnering agency (local hospital, for example), and other government officials and partners.
- Develop an overall Infrastructure Development Framework and relevant development and construction standards that can use across Mercy Ships for programmatic planning and project implementation.
- Coordinate closely with the Program Design Director to identify potential partners for Regional Projects.
- In collaboration with the Country Engagement Director, draft final reports for each project for review by the Senior Program Design Director.
- Coordinate with Finance and Senior Programs Design Director to reconcile project expenses for the final reports.
- Where applicable, participate in Assessment Teams and assist the Country Engagement Director to have an understanding of the countries' needs and build relationships with local partners.
- Maintain statistics on regional projects in Mercy Ships Programmatic format.
- Maintain programmatic relationships after ship departure – including government, hospital, and NGO officials.
- Represent Mercy Ships to international organizations/companies, articulating Mercy Ships Vision, Mission, and Values and programmatic objectives in the target region
- Preserve and enhance the reputation of Mercy Ships, ensuring the organization's experience and expertise is well communicated and consistently presented.
- Help research, analyze and recommend new approaches and concepts to improve support effectiveness and impact.
- Other duties as assigned

Qualifications (Knowledge, Skills, Abilities, and Requirements)

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to make sound decisions in difficult situations and be able to work in a participatory and inclusive team context.
- Must be fluent in English and French preferred. Fluency in Portuguese beneficial.
- Must demonstrate writing, research, and planning competency and experience.
- Must possess cross-cultural awareness and sensitivity.
- Must have excellent written and oral communication skills.
- Must be able to work reliably, independently and remotely.
- Must also be able to work remotely with, and supervise a temporary team some of whom may have limited experience working in an African context.
- Must be willing and able to travel several times per year, remaining on the field for several weeks at a time.
- Strong Christian commitment as evidenced by life and character.
- Must ascribe to the Mercy Ships Statement of Faith and Code of Conduct.
- Supportive of Mercy Ships mission and vision, and committed to its core values.
- Understand and apply servant leadership, work collaboratively with integrity and demonstrate accountability

Education and Experience

The requirements listed below are representative of the education and / or experience required.

- Minimum of Bachelor's Degree in a recognized built environment profession or International Development, Relations, Studies, or Health required. Master's Degree beneficial.
- Experience with proposal writing and project management disciplines preferred.
- Experience in the built environment related to construction and infrastructure project development and management.
- Experience working in LMIC required.
- Successful completion of Mercy Ships Entry Training will be required within the first year.

Come on board! Help transform lives!

There is much more to say about this unique position!
Please contact us by email: linda.huber@mercyships.ch, HR Business Partner.