

## Vacancy announcement

**Position:** Global Project Portfolio Officer (Worldwide Project Controller)

**Number of Positions:** 01

**Organisation:** International Union Against Tuberculosis and Lung Disease (The Union)

**Location:** Home based, located in or near Paris

**Duration:** Open ended contract (CDI)

**Travel:** As necessary

### Organisation background:

The Union is a global membership, technical and scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

**The Union's Vision:** A healthier world for all, free of tuberculosis and lung disease

**The Union's Mission:** The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

### The Union's Values:

- **Quality:** we deliver our services and products to the highest possible standards.
- **Transparency:** we are open and direct in our dealings.
- **Accountability:** we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- **Respect:** we recognise people's intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- **Independence:** we seek to pursue our mission free from interference by conflicts of interest.

### Job Summary:

The following duties are in partnership with technical / country teams and HQ relevant departments, donors and other external partners (Ministry of Health, NGOs, service providers etc).

Global Project Portfolio Officer (The Worldwide Project Controller) is in charge of diverse projects with various teams in several countries and multiple donors.

**Reporting To:** CFAO, Departments Directors

### Responsibilities

**Project portfolio management:**

- Manage and work closely with the technical team on the development, review and finalization of annual project work plans and budgets and submissions to the donors.
- Track expenditures against planned activities, alert and take relevant action when required to revise budgets (realignment and amendment, no cost extension and cost extensions).
- Support the in-country financial staff to regularly review, analyse and monitor the project financial reports and communicate any over/under expenditure observations to the project directors and management at headquarters on a timely basis.
- Review monthly expenses and revenues by following up with accounting staff at headquarters and in country to correct misallocation of analytical coding, and identify other irregularities on expenses in the accounting systems
- Coordination of all supporting project financial documents for audit and review processes with relevant finance staff at HQ and branch offices
- Ensure that all non-field expenses and project expenditures are properly authorised, budget codes and analytical codes are correctly allocated before submitting to Accounts Payable.
- Update payment file with expected revenues, correct if needed the analytical coding if needed to ensure proper tracking
- Inform departments teams on funds received by donors
- Prepare and submit financial reports to donors according to multiple donor specifications and time lines.
- Ensuring compliance with both donors and head office contractual and financial requirements as well as administrative rules and regulations
- Maintaining project risk registers with mitigation options and/or supply chain mapping of donor funds
- Liaising and communicating proactively and consistently with multiple donors, external partners and internal stakeholders on the progress of project activities, implementation of projects and financial status of the projects
- Assist project partners in identifying and managing project dependencies and critical path
- Proactively manage changes in projects scope, identify potential crisis and device contingency plans
- Highlight and disseminate projects success criteria to involved stakeholders throughout projects life cycle

## **Grant and sub-grant management**

- Preparation and negotiations of contracts (work plan and budget and contractual clauses) to be signed with sub-grantees
- Managing and maintaining appropriate control of disbursements and reporting timetables
- Verification and validation of financial reports submitted by sub-grantees
- Financial monitoring of sub-grants and preparation of action plans.
- Providing support to the technical team
- Ensuring proper closure of grants

## **Internal Control (Risk management) and Audits:**

- Working with external auditors on yearly project audits on multiple projects.
- Monitoring visits to undertake compliance control and risk alert/management (risk analysis, and suggest mitigation actions)
- Prepare draft responses to audit observations and implement recommendations

- Reviewing and verifying if internal processes are in compliance and expenses are budgeted and authorised.
- Communicating changes in internal processes to the staff at HQ and branch offices to ensure compliance.

### Capacity Development Training:

- Capacity development training for local offices on various organizational tools
- Training on donor specific procedures
- Capacity development training for sub-grantees and assistance in order to improve the organisations standard operating practises.

### Communications and coordination support:

- Facilitate coordination meetings with key stake holders when needed
- Disseminate important project communication including templates and procedures to country field offices and management to ensure proper project implementation
- Coordinate writing, review, and submission of donors' technical reports (review, edit and finalize quarterly/semi-annual/annual and program reports as requested).
- Develop and maintain working relationships with donors, partners and other stakeholders
- Enhancing department and organisation reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

### Other

- Propose system improvements
- Support and participate in implementing change
- Any other duties as agreed with the Directors or the Chief Financial Officer

### Personal Skills

- Education: Master, MBA in controlling/finance or business school
- 5 to 7 years' experience minimum in controlling with international exposure. A plus if experience with African and Asian countries
- Keen to travel.
- Excellent organizational and team coordination abilities
- Ability both to function autonomously and work collaboratively remotely based
- Ability to communicate effectively with people from diverse backgrounds
- Working knowledge of MS Office applications (especially Excel)
- Fluent in French and English mandatory

### To apply

Please send your CV along with a covering letter explaining how your skills and experience fit the position to: [career@theunion.org](mailto:career@theunion.org). Deadline for applications Sunday 8 October 2023. Interviews will be held remotely.

***The Union is an equal opportunity employer. For more details about the organisation please refer to our website <https://theunion.org/>.***