



The International Federation for Spina Bifida and Hydrocephalus is looking for a Project Manager to start in January 2021 for an initial duration of 12 months. Head office is located in Brussels but working remotely is a possibility. Salary depends on experience.

International non-profit Organization

The international federation for Spina Bifida and Hydrocephalus (IF) represents over 70 Member Associations worldwide. Our members are a large group of patients with Spina Bifida and/or Hydrocephalus (SBH) and their families. In collaboration with civic society in the public and private sector and together with important stakeholders IF works to build inclusive communities and raise awareness of SBH. With the goal of reducing the prevalence of SBH in the world through primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families.

Job Description

IF is project holder of an increasing number of international programs. These programs are aimed at primary prevention through food fortification, secondary and tertiary prevention to improve management and care for persons with SBH and their families. For successful implementation of these programs we seek for a hands on project manager who in close collaboration with the Secretary General manages and oversees the development, implementation, and dissemination of multiple key projects relevant to IF's Members. You are primary contact for colleagues and networks involved in these IF programs. This position requires a passionate multitasker who wants to actively contribute to the success of several international programs.

Responsibilities

- The delivery of a portfolio of complex multi-disciplinary projects to achieve quality, financial, and delivery requirements
- Defining work package scope and managing the delivery of work packages to time, cost, and quality
- Reporting project progress
- Responsible for data management and support in development of guidelines and reports
- Coordinate interaction with international members and broader network for joint collaborative projects, endorsements, translations, meetings and workshops Publishing project/topic related articles on a variety of platforms (e.g., social media, website, journals)



Candidate Profile

- A proven record of building effective relationships with a variety of multidisciplinary stakeholders
- Experience of delivering multi-faceted projects (in the field of healthcare would be considered an asset)
- Demonstrated capacity awareness
- Lead working groups and teams as well as resources in delivering projects
- Experience with financial reporting including project cost estimating
- Project proposal evaluation and development
- Master degree level of education, in science/healthcare and/or project management direction
- At least 2 years experience in project management
- Experience in working in member based organizations
- An effective advocate, with a track record in achieving change through networking and stakeholder management
- Works independently but is also a team player
- Good in time scheduling and management
- Knowledge of the European Commission with experience of working in this environment
- Fluent in English, preferably with fluency in other relevant languages, preferably French and/or Flemish
- Motivated to get things done and to take ownership
- High attitude for organization, strong communication skills, a positive attitude, and the ability to work in a rigorous and efficient manner

Are you the enthusiastic and responsible project manager who wants to strengthen the IF team? Please send your CV and Motivation Letter by Friday, December 7, 2020 to the attention of Dr. Sylvia Roozen to recruitment@ifglobal.org. Due to the large number of applications expected only shortlisted candidates will be contacted.