

Project Coordinator (Full Time)



The International Confederation of Midwives (ICM) envisions a world where every childbearing woman has access to a midwife's care for herself and her newborn and has as its mission "To strengthen member associations and to advance the profession of midwifery globally by promoting autonomous midwives as the most appropriate caregivers for childbearing women and in keeping birth normal, in order to enhance the reproductive health of women, and the health of their newborn and their families".

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 Project Coordinator will manage the day-to-day aspects of all ICM projects, execute project work plans efficiently and produce project timelines and milestones. The post holder will deputise for the Secretary General in her absence offering midwifery technical support and expertise.

Main duties

- 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
- Develop project plans and associated communication documents

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
- 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 also include occasional international and regional travel

Terms

Full time (37.5 hours/week)

To Apply

Applications and informal enquiries may be submitted in English to ICM Secretary General, Agneta S Bridges at: a.bridges@internationalmidwives.org

Closing date for applications: Tuesday, 18 May 2010

Only shortlisted applicants will be contacted.