

# Description de Poste

## Job description

Founded in 1972, AMP is a nonprofit organization with headquarters in Paris and offices in Benin, Burkina Faso, Côte d'Ivoire, Togo, and Vietnam. AMP is dedicated to improving the health and well-being of those most in need across the globe. Along with our public- and private-sector partners, we aim to:

- Enhance scientific knowledge in support of evidence- based health policies
- Strengthen immunization service delivery, logistics, and innovation
- Develop human and institutional capacity for improved health system performance

Job Title	
Project Coordinator	
Post date	Location
ASAP	Africa, Burkina Faso

### Main Responsibilities

The Project coordinator is in charge of managing a Pharmacovigilance training project.

Under the supervision of the Human Resources for health program leader at AMP, her/his main missions are to:

- Coordinate the project to ensure effective implementation of activities, mobilization of the project team, and delivery of outcomes in accordance with the project's timelines
- Provide technical support for the training and supportive supervision implementation in the countries
- Build partnerships and close cooperation with the funder and the key stakeholders in the countries

### Qualifications

#### 1. Education & Experience

- Master's degree in education science, instructional design, instructional system design, human resources management
- Knowledge / training in Project Management and programme administration, including budget management
- 2 to 3 years of experience in managing projects, ideally in the field of training and public health
- Professional experiences in developing countries and in instructional design, training of trainers and supportive supervision

#### 2. Competencies and quality

- Good interpersonal skills and ability to work as part of an interdisciplinary team, good diplomatic skills to engage with external partners including institutional counterparts
- Coordinating activities and team
- Excellent organization skills and ability to work autonomously
- Flexible and capacity to adapt to inter cultural environment
- Capacity to work under pressure
- Monitoring, evaluating, reporting
- Excellent skills in MS-Word /Excel/PowerPoint and communication technology (Web platform, Blogs)
- Enthusiasm and willingness to travel abroad

#### 3. Languages

- Strong written and oral communication skills both in French and English

### Conditions of Employment

- The person is asked to travel to Africa or other international destinations (up to 30% of work time)
- The contract will be a 3 year contract, full-time position (with possibility of prolongation)
- Competitive and commensurate with the candidate's training and professional skills and experience
- The contract will be signed with AMP Services

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### How to Apply

Interested candidates should send a cover letter and resume to Mrs Bui Thuy Hanh at [accountant-vn@aamp.org](mailto:accountant-vn@aamp.org) before **30<sup>th</sup> September, 2012** with the reference: PROCORHS