**Senior Project Associate Jobs**

**OVERALL RESPONSIBILITIES:**

The Senior Project Associate is responsible for the efficient organization and functioning of the Office of Country Presence to ensure prompt and seamless communication and follow-up as needed with Country Representatives, as well as ongoing coordination with the Office of Field Support, the three technical Centers, and the Offices of Human Resources, FISC and Strategic Development and Communications. Major responsibilities include research, systems development, project planning and coordination; metrics development and management; maintaining communication logs and databases; correspondence composition and organization; and office management. Other responsibilities include travel coordination and meeting planning/administration.

**SPECIFIC RESPONSIBILITIES:**

**Project management and strategic support**

1. Assist in the development of strategy and management for the Country Presence function.
2. Manage projects related to the Office of Country Presence including New Business Development, country specific strategic road maps development and approval, and capacity building initiatives.
3. Coordinate the work planning process and track work assignments.
4. Manage relationships among various stakeholders.
5. Leverage the resources of the other Offices and technical Centers to achieve objectives.

**Coordination of Information and Communication related to designated integrated country strategy (ICS) countries**

1. Assist Senior Director of Country Presence coordinate activities and ensure information is shared as appropriate between the Offices of Country Presence and Field Support.
2. Establish and maintain periodic communication between the Offices of Country Presence and Strategic Development and Communications, Human Resources (specifically the Talent Management Group), Results Management & Institutional Learning, FISC, and technical Centers.
3. Collaborate with Business Systems Analyst and Operations Officers in creation and maintenance of up-to-date information on MSH countries, projects and staff. Through communication with the Senior Director of Country Presence and other senior staff as appropriate, ensure that information is up-to-date regarding Home Office activities affecting ICS countries, and participate in teleconferences with the Senior Director and Country Representatives.
4. Provide assistance to senior MSH staff preparing for or undertaking activities related to ICS countries, as may be requested by the Senior Director of Country Presence.
5. Maintain a technical exchange network and library of technical resources. Organize and track communication threads, and bring salient issues to the attention of the Senior Director

**Meeting management and coordination**

1. Determine, in conjunction with Senior Director, the key stakeholders for meetings based on awareness of issues to be discussed.
2. Schedule, organize, and support meetings, calls, and appointments including electronic conferencing and videoconferencing facilities.
3. Review each week’s meetings in advance and anticipate need for preparation and gathering of background materials.
4. Gather agenda items and supporting documents, and prepare and distribute agenda.
5. Maintain calendar and manage meeting requests with respect to objectives, agenda, and participants.
6. Attend meetings and take minutes of action points; track action points for follow-up.

**Office environment and communications**

1. Establish clear lines of communication with staff throughout the organization.
2. Keep up-to-date with significant developments and events affecting MSH staff.
3. When requested, screen phone calls, forwarding, handling and/or directing them as appropriate.
4. Independently draft and format letters and emails as appropriate for general and routine correspondence.
5. Handle information and correspondence, including confidential information.
6. Assist in triaging e-mail and hardcopy mail, taking direct action as appropriate.

**Administrative support and related functions**

1. Analyze data and summarize reports and documents.
2. Create presentation materials.
3. Maintain up-to-date accessible and organized electronic databases, documents and spreadsheets including contacts lists, and country and project information.
4. Assist in making travel arrangements as necessary.
5. Prepare and monitor the budgets and work plans.
6. Book rooms and equipment, order food, and arrange for transportation as necessary.
7. Provide assistance to the Sr. Executive Assistants in the Office Chief Executive, as needed.

**QUALIFICATIONS**:

* Bachelor’s degree or equivalent experience required.
* One to three years’ experience in a related position with increasing levels of responsibility including project support and/or management.
* Minimum one year experience in an international organization including contact with field personnel.
* Demonstrated sound judgment and discretion in dealing with confidential and sensitive matters.
* Highly self-motivated with demonstrated ability to be proactive and work independently.
* Ability to translate organizational priorities into actionable processes for efficiency and effectiveness.
* Tact and ability to work effectively with others at all levels, both internally and externally.
* Demonstrated prioritization, organization, planning, time-management, and problem-solving skills.
* Strong ability to communicate clearly and concisely in English, both verbally and in writing. Language skills in French, Spanish, or Portuguese helpful but not required.
* Ability to work collaboratively in a complex and diverse organization.
* Willingness to attend to all aspects of running a smooth and efficient office.
* Excellent computer skills including Microsoft Office Suite applications, including Word, Excel, PowerPoint, Outlook and Internet research.

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