

FELTP-GHSA COVID-19 Coordinator

Seeking applications from suitable candidates for the post of a junior FELTP-GHSA Coordinator to support a CDC funded Global Health Security Agenda project in Pakistan. The person will be responsible for supporting NIH Pakistan to coordinate FELTP activities with CDC funded CARES projects and carrying out basic administrative activities.

Requirements:

- Medical degree with post graduate Public health credentials preferred
- Two years' experience in supporting major GHSA donor funded project/s in any reputable institute or public health organization
- Must have experience supporting public health grants and co-operative agreements
- Strong coordination and liaising skills

Skills Needed:

- Required competency in MS office especially MS Excel
- Proficiency in developing co-ag budgets and other staff administrative skills
- Strong interpersonal skills
- Basic budgeting, procurement, and travel management skills
- Good communication skills in English both written and verbal required
- Basic working knowledge in IT related issues
- Ability to ensure confidentiality of partner data and information

Key Responsibilities:

- Support Pakistan NIH to coordinate FELTP COVID-19 activities with other CDC funded partners in Pakistan
- Assist Pakistan NIH and FELTP to develop and monitor work plans and project budget
- Organize travel and accommodation for staff and partners
- Manage all logistical arrangements of training and field projects activities
- Manage and organize partner meetings and other events and coordinate with other stake holders and funding agencies
- Any other tasks assigned by the Program Coordinator

Selection Criteria

- Selection of candidate will be done through a competitive process
- Only shortlisted candidates will be contacted for interview to be conducted for final selection
- Candidates with no experience supporting donor funded projects, government grants and co-operative agreements will not be considered.

Contact Details:

- Deadline for submission of applications is Sept 15th, 2021
- Interested candidates should submit a cover letter and resume before the deadline.
- Applications must be emailed to the following address: info@i-saps.org