



## International Council of Nurses (ICN) Post Vacancy

### Programme Officer (100%)

Founded in 1899, ICN is the widest reaching health care organisation in the world. As a Federation of National Nurses' Associations (NNA's), ICN is a not for profit, non-governmental organisation representing millions of nurses in more than 130 countries. Operated by nurses and leading nurses internationally, the organisation works to ensure quality nursing care for all; sound health policies globally; the advancement of nursing knowledge; the presence worldwide of a respected nursing profession; and a competent and satisfied nursing workforce.

ICN is the recognized global voice of Nursing and has increasingly raised its profile and impact in recent years. ICN's ever-increasing networks and connections to people reinforce the importance of strong linkages with national, regional and international nursing and non-nursing organisations. Building positive relationships internationally helps position ICN, nurses and nursing for now and the future. Our work with the specialised agencies of the United Nations system, particularly with the World Health Organization, the International Labour Organisation and the World Bank, are important for nurses everywhere. In addition, we work closely with a range of international non-governmental organisations and other partners.

Among its activities, the ICN Programme Management Office (PMO) implements two main Leadership Development programmes in several countries around the world: GNLI /Global Nursing Leadership Institute, and LFC /Leadership for Change. Furthermore, a new significant project for organizational strengthening of member associations in Africa, ODENNA, has recently been launched.

ICN is looking to recruit a **mature, experienced, responsible, proactive and service-oriented** Programme Officer who will be responsible for carrying out a number of projects with limited supervision.

#### The Role

As a member of the Programme Management Office, the Programme Officer is responsible for the coordination of specific ICN programmes or projects, mostly on Leadership development.

The Programme Officer actively contributes to quality planning, execution and reporting of ICN programmes including operational management of projects.

The Programme Officer also contributes to sustain and build on ICN's reputation for reliability of its commitments on programmes, quality and innovation.

The position works in close collaboration with other key departments (Nursing, Communication and Membership and Finance) and external partners.

### **Summary description of the position**

The Programme Officer will report to the Programme Manager and be primarily tasked with the co-ordination of Leadership programmes and projects of ICN.

#### *Planning, implementation and reporting*

- Implements, in collaboration with the Programme Manager, detailed programme and project workplans with milestones / timelines and KPIs, in line with agreed use of funds and dedicated budget
- Ensures the programme is properly implemented in accordance with agreements in place, defined governance and quality framework
- Ensures grant contract deliverables are met and adequately reported on from a substantial, financial and narrative standpoint
- Regularly produces project status reports as per the Programme Management Office standards, including financial ones
- Tracks and monitors the programme budget and its impacts
- Coordinates with Finance and Governance teams to set up project budget and financial reporting during operations
- Ensures proper follow up and documentation of the projects

#### *Coordination of relationships with partners and donors*

- Coordinates contractual aspects and maintains programmatic relationships with partners, donors and members
- Coordinates programme stakeholder relationships effectively through the development and implementation of open and regular dedicated communication

The Programme Officer is expected to work flexibly to support other ICN departments and to perform any other task or duty as reasonably requested by the PMO Programme Manager.

### **Requirements**

- Solid and proven experience in similar operational coordination roles with corresponding responsibilities for a minimum of 5 years, at both national and international levels
- Experience in working for or with a membership association, as well as in the development, implementation, evaluation and reporting of programmes and projects in the health sector
- Conscientious, proactive, IT-savvy
- Result and quality driven
- Ability to work collegially within a small but complex and multicultural environment
- Knowledge of the African health environment, capacity building, grant management are a plus
- Capacity to effectively coordinate projects transversally
- Qualitative reporting capacity and thorough budget management of projects
- Fluent in English and French - other languages an asset, especially Spanish
- Valid work permit

## The Package

Open-ended position at 100%, preferably based in Geneva. Salary and benefits meet the market standards for Switzerland.

Start date: **As soon as possible, latest 4 September 2022.**

Interested applicants should provide all materials outlined below to [recruitment@icn.ch](mailto:recruitment@icn.ch) **no later than Friday 1 July 2022 COB.**

- A CV (maximum 2 pages)
- A cover letter (maximum 1 page)
- The names and contact information of at least two recent references

In order to comply with Swiss authorities' requirements, a valid Swiss working permit and/or European citizenship is required.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.

As the global voice of nurses internationally, the International Council of Nurses (ICN) represents the diverse global nursing workforce. It is vital that ICN build positive, respectful relationships internationally that help position ICN, nurses and nursing for now and the future. As such, ICN is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion (DEI).

As an employer, ICN aspires to follow the ICN Code of Ethics and to reflect in our workforce the diversity of the communities in which we operate at all levels of our organisation. We embrace and encourage our employees' differences in age, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, and other characteristics that make our employees unique.