

Position Opening

Project Officer, ODENNA LatAm (EN/SP) 60%

Location Geneva, Switzerland or remote (within EU time zones)

Duration fixed-term, March 2026–October 2027

FTE 60%, 3 days per week

Summary

The Project Officer supports the coordination and high-quality project delivery of the ODENNA LatAm initiative and provides complementary support to ODENNA Africa, ensuring coherence and continuity across both regions. The role manages project timelines, communications, documentation and stakeholder engagement to ensure smooth implementation throughout the project lifecycle.

Key Responsibilities

Project Coordination and Delivery

- Manage day-to-day project operations, deliverables, and tracking tools.
- Support implementation of the project plan, schedules, and documentation throughout the project lifecycle.
- Ensure adherence to timelines, reporting requirements, and quality standards.
- Maintain standard operating procedures and assist with project documentation.
- Monitor participant access to the Learning Management System (LMS) and coordinate technical support as needed.
- Troubleshoot issues between country teams and ICN HQ to maintain consistent progress.

Stakeholder Engagement and Communication

- Serve as a regular contact for in-country facilitators, mentors, and NNA teams.
- Coordinate multilanguage communications, translation processes, and meeting schedules.
- Prepare and distribute project updates, invitations, letters, and briefing materials.
- Contribute to progress reports, presentations, and donor or executive updates.

Events and Logistics

- Collaborate with the ICN Communications & Events team to plan and deliver the ODENNA LatAm intensive event.
- Support logistics, speaker coordination, agenda development, and participant communications.
- Coordinate online learning sessions and webinars, managing invitations and follow-up logistics for both ODENNA LatAm and ODENNA Africa country teams.

Monitoring and Reporting

- Track deliverables from country teams and ensure timely submission of required reports.
- Compile inputs for monitoring and evaluation in collaboration with the Data & Impact team.
- Gather success stories and data to support internal and donor reporting.

Cross-Functional Support

- Liaise across ICN departments including Communications, Events, Finance, and Data & Impact to ensure aligned project delivery.
- Provide assistance to other team members and projects when needed.

Skills & Competencies

- Demonstrated expertise as a project manager or equivalent professional training in project management (i.e.. PMP, PRINCE2, or similar) with experience planning, tracking, reporting, and delivering successful projects through a full lifecycle.
- Experience working in international development, health, or human-services contexts preferred.
- Strong organizational skills and attention to detail, demonstrating efficiency in managing multiple priorities.
- Proficiency in Microsoft 365, SharePoint, Teams, Zoom, CRM, Zoho.
- Fluent in Spanish and English, with excellent written communication skills; French desirable.
- Strong understanding of the Latin American region and cultural context, with awareness and sensitivity to multicultural and cross-regional collaboration, including engagement with African teams and stakeholders.
- Experience supporting or coordinating leadership or professional-development programmes preferred.
- Comfortable working remotely in a fast-paced, multicultural environment.

Application Process

Please submit your CV and cover letter detailing relevant experience and motivation to decurrnex@icn.ch.

Deadline 4 March 2026

ICN is committed to diversity and inclusion and encourages individuals from all backgrounds to apply. Join us in our mission to support and strengthen nursing worldwide. **Together, we can make a difference.**