Background

About WGH and context: Women in Global Health (WGH) is a global movement with the largest network of women and allies working to challenge power and privilege for gender equity in health. WGH, launched in 2015 and registered as a US 501(c)(3) in 2017, has grown to include over 70,000 supporters in 90 countries and has 51 official chapters, with a strong presence in low- and middle-income countries. The virtual global team and its network of chapters drive change by mobilizing a diverse group of emerging women health leaders, advocating for governments and global health leaders to meet commitments made, and by holding those leaders to account.

WGH works in partnership with global health and gender equality agencies and organizations such as the World Health Organization (WHO), Gavi, Global Fund, and UN Women, and has been featured in CNN, NPR, EuroNews, the Lancet, and Devex for its work and maintains a robust presence via in-person and virtual events at major global health and international development forums, such as the World Health Assembly, High-Level Political Forum, and UN General Assembly. WGH is unique in its approach, connecting global and national policy-making to local reality and providing a platform for underrepresented women to be heard. In 2022 WGH was given special relations status with WHO.

About the role: Are you a project manager based in Ethiopia who is passionate about advancing global health, promoting gender equity, and challenging power structures in the interests of better health for all? If so, we're looking for YOU to join our newly forming team in Ethiopia. You will take the lead in a one-year project aimed at developing a comprehensive understanding of the barriers to gender integration faced by women working in the public health supply chain in Ethiopia.

Women in Global Health is actively seeking a dedicated and motivated early- to mid-career project management professional to assume the role of Project Manager. In this position, you will be responsible for overseeing and coordinating the various tasks required for the successful execution of this project.

Job Location:
Addis Ababa, Ethiopia

Reports to:
Senior Management Team.
WGH is a global not for profit organization with team members working virtually across the world. The Project Manager will work with and be supported by members of the global team with expertise in gender equality, communications, monitoring and evaluation and other relevant specialisms.

**Timeframe and benefits:**

- **Timeframe:** One year, full-time on a contract basis with a 30-day trial period
- **Benefits:** Not eligible for health or retirement benefits; related travel and communication expenses are reimbursed
- **Desired start:** Mid November 2023

**Contract**

All members of the WGH Team are contracted on a consultancy basis. This is a one year consulting contract with the potential for renewal based on the project performance and funds available.

**Job Description**

This is a full-time, mid career professional role for one year from November 2023- October 2024. The role would be suitable for a postgraduate in health, gender equality, or the social sciences with focuses on project management and policy analysis, who can draft in English, and has an interest in the health sector. The Project Manager will join the newly forming WGH's dynamic team that will be assessing the public health supply chain workforce to develop an understanding of gender integration barriers and opportunities.

**Duties and Responsibilities**

Under the supervision of the Senior Fellow and in collaboration with the research, advocacy, communications and chapter development teams the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- Develop a comprehensive and detailed work plan for the project in consultation with relevant national stakeholders and the WGH global team.
- Ensure alignment of the work plan with project objectives and timelines.
- Conduct close follow-up on project activities to ensure they are progressing according to the established work plan.
- Provide regular reporting to meet internal and external deadlines, keeping the Senior Fellow and other stakeholders informed of progress.
- Take the lead in recruiting Ethiopia-based project personnel and research team members as required.
• Ensure that the recruitment process is transparent, efficient, and results in the selection of qualified individuals.
• Forge and maintain relationships with relevant stakeholders critical to the success of the project.
• Engage with stakeholders through effective communication and collaboration.
• Coordinate stakeholder mapping and analysis exercises to identify key players, influencers, and collaborators in the project’s ecosystem.
• Work closely with the research team to align their activities with the overall objectives of the project.
• Facilitate coordination and information exchange between different project teams.
• Organize in-person meetings, workshops, and gatherings as needed to facilitate collaboration and achieve project goals.
• Ensure the logistics and coordination for these events are well-managed.
• Provide regular reports to the project funder, updating them on the project’s progress, achievements, and any challenges faced.
• Write a comprehensive close-out report at the end of the project cycle, summarizing key outcomes, lessons learned, and recommendations for future projects.
• Support other ad-hoc activities as requested by the supervisor, contributing to the overall success of the project.

This role requires strong organizational, communication, and leadership skills, as well as the ability to collaborate effectively with diverse teams and stakeholders. Attention to detail and the ability to manage multiple tasks concurrently are also essential for success in this position.

Skills and Experience Needed:

Education:
Bachelor’s Degree in a relevant field (preferably qualified health professional) and at least 5 years of relevant experience, or a Master’s level degree and 3 years, but we will consider all candidates and evaluate backgrounds individually.

Required Experience:
• Experience in project management is required, including financial management and monitoring and evaluation
• Experience working within the health sector of Ethiopia is required

Desirable Experience:
• Experience working in gender related topics
• Experience working in public health supply chain projects
• Experience working with in the government of Ethiopia
● Experience working in an international team and projects funded by international donor/foundation is desirable
● Experience of managing research studies is desirable

Competencies and knowledge:
● Ability to manage grants and projects effectively
● Ability to work unsupervised in fast-paced workplaces, consistently meet deadlines, both internal and external, creatively problem solve, and take initiative and identify opportunities;
● Flexibility to adapt to changing project requirements and priorities and willingness to take on diverse tasks and responsibilities as needed.
● Excellent interpersonal, people management and relationship management skills including the ability to communicate effectively and take accountability, engage stakeholders effectively, and establish strong partnerships;
● Awareness and sensitivity regarding gender, political, and cultural issues including the ability to work inclusively and collaboratively across teams, with advisors, and with people from different backgrounds and cultures;
● Strong networking and representation skills with various stakeholders in Ethiopia
● Fluency in Amharic and English is required (reading, writing, and conversation)
● Availability to travel locally up to 30%
● Flexibility to work non-traditional hours with an organization based in the US

How to Apply:

Women in Global Health is an equal opportunity employer. We embrace diversity, equal opportunity, and inclusion in everything we do. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage women, people from underrepresented backgrounds, and applicants from low-and middle-income countries to apply.

The priority deadline to apply for this position is November 3rd, 2023 5pm EST. However, applications will be reviewed on a rolling basis.

To apply, upload your CV and cover letter in PDF format using the application form. Please note that, due to the volume of applicants, only shortlisted candidates will be contacted.

Meanwhile, check us out:
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