



Connecting Organizations for  
Regional Disease Surveillance

## **Programme Manager Posting (London, UK)**

The Programme Manager position is an exciting consultancy opportunity with a unique not-for-profit organization funded by The Rockefeller foundation, the Skoll Global Threats Fund, the Bill & Melinda Gates Foundation, and the Nuclear Threat Initiative.

This is a contract, remote-based position offering a flexible work arrangement and hours and the ideal candidate will be based in the London area. The Programme Manager will report to the Director of Strategy & Operations and will coordinate organization communications, both within CORDS and between its member networks, and oversee the progress of multiple high-level innovative research projects and programs.

### **Programmatic Responsibilities:**

- Support the Director of Strategy & Operations in developing programs and workshops to build relationships and foster communication on risks between and within networks
- As directed, perform research and literature searches, preparing summaries as needed
- Develop concepts for sharing information globally on specific case study diseases or more general situations
- Participate in scheduled calls with various network personnel to discuss specific project developments, including regular focal group calls
- Delegate portions of workshop development, project development, and other items to personnel within the networks through appropriate granting or other oversight mechanisms
- Maintain communications with network personnel and oversee delegated projects to ensure their continued progress
- Take initiative in developing relationships between networks and CORDS HQ through means of phone, social media, web portal, in person, travel, field missions, etc.
- Develop social media content and issue updates on behalf of CORDS using various social media platforms and the CORDS website
- Perform network mapping and assist with impact measurement and evaluation

### **Administrative Responsibilities:**

- Organize workshops/conferences, including monitoring budgets, arranging travel and location, and managing participation lists
- Correspond with workshop/conference participants and network liaisons regarding all relevant program details and administrative arrangements
- Assist with developing periodic narrative reports for funders
- Perform all other duties as assigned

### **Qualifications:**

- Bachelor's degree in related field

# CORDS

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- Master's degree in Public Health, Communication, Social Sciences, Medical Sciences or related field is preferred
- Three to five years of experience as a communications specialist in the biomedical field or in public health is preferred
- Experience working on multinational and interdisciplinary teams
- Knowledge and experience with project management and program administration, including budget management
- Strong interpersonal skills and ability to work as part of an interdisciplinary team and autonomously
- Ability to work alternative hours and maintain a flexible work schedule
- Excellent organizational skills
- Proven problem solving skills
- Strong written and oral communication skills in English
- Willingness and ability to travel to the networks and adapt to work in different cultural and linguistic settings
- Flexibility, patience, and the ability to adapt and accommodate changing conditions on projects
- Excellent computer skills including Microsoft Office Excel and PowerPoint, as well as other relevant project management software

## **About us:**

Connecting Organizations for Regional Disease Surveillance (CORDS) is a unique, international non-governmental organization building information exchange among disease surveillance networks in different areas of the world. CORDS is a network of networks. We promote global exchanges of best practices, surveillance tools and strategies, training courses, innovations, successful operating procedures, case studies and other technical data. CORDS will speed the development, capabilities and sustainability of all its network members to improve global surveillance, to detect disease outbreaks early and mitigate their global impact.

## **Contact**

Please contact Kristen Brown ([ksbrown@bdo.com](mailto:ksbrown@bdo.com)) or Maureen Miller ([mamiller@bdo.com](mailto:mamiller@bdo.com)).