



Connecting Organizations for  
Regional Disease Surveillance

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

**October 2015**

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. The ideal candidate will be based in the London area.

The Programme Manager will report to the Executive Director and will oversee the progress of multiple high-level innovative projects and programmes, ensuring utmost accountability to our primary stakeholders; disease surveillance networks across the globe.

### **Programmatic Responsibilities:**

- Support the Executive Director in developing and implementing project-related activities, building relationships and fostering communication between and within networks;
- Draft requests for proposals (RFPs) to submit bids for services;
- Oversee the sub-granting and contracting process;
- Draft award agreements to sub-grantees;
- Travel to the networks and participate in field missions;
- Ensure the CORDS networks are fully briefed on upcoming events and activities and actively encourage network participation;
- As directed, perform research and literature searches, preparing summaries as needed;
- Participate and lead monthly calls with funders;
- Participate in weekly calls with CORDS HQ;
- Perform general document editing and develop project presentations;
- Manage project budgets and track expenditures in collaboration with the Finance Director;
- Provide updates to the Executive Director on a regular and timely basis.

### **Administrative Responsibilities:**

- Organise workshops/conferences, including monitoring budgets, arranging travel and location, and managing participation lists;
- Correspond with workshop/conference participants and network liaisons regarding all relevant programme details and administrative arrangements;



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- Assist with developing periodic narrative reports for funders;
- Perform all other duties as assigned.

### **Qualifications:**

- Bachelor's degree in related field;
- Master's degree in Public Health, Communication, Social Sciences, Medical Sciences, or related field is preferred;
- 3 to 5 years of experience in the biomedical field, or in public health is preferred;
- Experience working on multinational and inter-disciplinary teams;
- Knowledge and experience with project management and programme 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 organisational 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 organisation 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.