

Grants and Operations Manager

Location: Geneva, Switzerland.

The Medicines Patent Pool (MPP) is a United Nations-backed public health organisation working to increase access to, and facilitate the development of, life-saving medicines for low- and middle-income countries. Through its innovative business model, MPP partners with civil society, governments, international organisations, industry, patient groups and other stakeholders, to prioritise and license needed medicines and pool intellectual property to encourage generic manufacture and the development of new formulations. To date, MPP has signed agreements with ten patent holders for thirteen HIV antiretrovirals, one HIV technology platform, three hepatitis C direct-acting antivirals and a tuberculosis treatment. MPP was founded by Unitaid, which serves as sole funder for MPP's activities in HIV, hepatitis C and tuberculosis. MPP is now expanding its activities to cover Essential Medicines, which requires engagement with many new stakeholders, including potential funders.

For more information, please see our website, <https://medicinespatentpool.org/>

Main Duties/Responsibilities

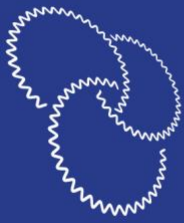
The Grants and Operations Manager supports the Head of Strategy, Operations and Resource Mobilisation (HSO) and by extension the Senior Management Team in ensuring the smooth running of the day-to-day operations of the organisation and the efficient management of grants and donor relations.

The Grants and Operations Manager reports to the HSO.

Main Duties/Responsibilities

Grant management

- Support the HSO in managing grants, donor relations and funding opportunities including keeping reporting schedules up to date, coordinating meetings and developing presentations.
- Produce programmatic reports ensuring compliance with policies, requirements, agreed timelines, formats and quality standards.
- Proactively identify opportunities to improve the efficiency of grant management.



- Act as back-up to HSO when she/he is out of the office.
- Work across MPP's team to ensure timeliness, quality and consistency on grant management tasks.

Operations & Strategy

- Prepare Senior Management Meetings (organising agendas, developing presentations and other internal communications, capturing action points and monitoring implementation).
- Support the review and update of Gantt charts.
- Coordinate the monitoring and review of risks and update the risk register.
- Conduct background research for internal strategy development and support the process of strategy development.
- Coordinate team-wide biweekly meetings.

Governance

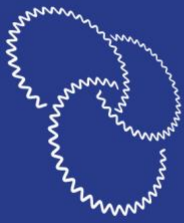
- Support the HSO in her/his function as Board Secretary;
- Organise Board meetings and track the work of Board sub-committees, coordinate pre-read materials and develop presentations, produce the minutes and monitor the implementation of the decisions of the Governance Board;

Ad-hoc research and perform other duties as assigned by the HSO.

Knowledge/Qualifications

Skills/Competencies

- Demonstrated capacity to manage a variety of activities simultaneously and take initiative.
- Prioritisation, planning, and project coordination skills.
- Excellent communication skills with an emphasis on professional writing; excellent written English essential.
- Excellent attention to detail.
- Interpersonal and teamwork skills; diplomacy and tact.
- Analysis, problem-solving, sound judgment.
- Collaborative and supportive approach to teamwork.
- Ability to work successfully in an international, multi-cultural environment, and establish harmonious working relationships, both within and outside the organisation.



Education and special training:

- University degree or equivalent.
- Project management an asset.

Experience (length and nature):

- At least five years of work experience, including internships.
- Experience working in multi-cultural/multi-national teams.

Use of Languages:

- High proficiency in spoken and written English essential.
- Knowledge of French or another official language of the United Nations would be an asset.

Personal Qualities

MPP's richness lies in its staff: a small dynamic and multicultural team!

To flourish in our team, you must recognise yourself in our values: Respect, Courage, Teamwork and Commitment.

Moreover, the Grants and Operations Manager will need to demonstrate a personal commitment to the public health goals of MPP.

MPP respects all individuals regardless of race, gender, ethnicity, sexual orientation, religion, HIV status or disability. **All qualified applications are welcome.**

If you recognise yourself in this description and wish to join our outstanding team, please send a cover letter and C.V. to recruitment@medicinespatentpool.org including “**Grants and Operations Manager**” as reference in the subject line by **8 July 2020**.