

PROJECT OFFICER RECRUITMENT 2024

ABOUT HERA

hera (www.hera.eu) is proud to be an **independent cooperative company** working with a network of experts, research organisations, governments, NGOs, and public health institutions to promote the right to health and development for all. Active since 1990, hera has contributed to strengthening the health and development sectors in more than 100 countries across the world. **hera envisages a world where every person is able to realise their rights to health and development.**

hera is an **equal opportunity employer**. We are committed to diversity and inclusion and encourage applications from anyone who meets the required criteria. We apply strict procedures to prevent any form of discrimination in our recruitment process, and do not discriminate based on country of origin, national or ethnic belonging, skin colour, faith, age, gender, sexual orientation, physical abilities, civil status, or any other status protected by applicable law. Candidate documentation will be treated with privacy and confidentiality.

If you require any accommodations to participate in the application or interview process, please contact hera@hera.eu.

PROJECT OFFICER

hera considers it a **key success factor** that all our projects are assigned a **unique Project Officer (PO)**, one who stays with the project from the tendering phase until completion.

The PO is in charge of all aspects of administrative, logistic, programmatic preparation and management of contracts and projects, and they work in close collaboration with the hera Director.

PURPOSE

The **purpose of this role is to help hera achieve its mission** by working together with and supporting hera partners, associates, and external consultants in hera's projects and to internally achieve these aims by applying and (further) developing hera's internal policies and ISO 9001:2015 certified Quality Manual.

The **PO has considerable autonomy** and must regularly use initiative within both the internal hera team as well as project teams. The PO will participate in team planning and will ensure qualitative implementation of hera policies and information systems. The role includes being the administrative focal point for hera's clients, consultants, and other stakeholders. The PO will furthermore assist the hera Director and undertake tasks in collaboration with other members of the hera cooperative.

Limited international travel may be required.

MAIN DUTIES AND RESPONSIBILITIES (THE LIST BELOW IS INDICATIVE AND NOT LIMITATIVE)

1. Project support, contract oversight, and quality assurance

- Business development: explore new opportunities for tendering (European Commission, United Nations, World Bank, bilateral cooperation, international partnerships, private foundations) in consultation with the other POs and the Director.

- Coordinate and contribute to tender proposals. This includes:
 - i. Creating new projects in internal enterprise resource planning (ERPs) tools such as AFAS and MS 365,
 - ii. Identifying relevant experts,
 - iii. Preparing proposal outline based on the client’s requirements,
 - iv. Coordinating proposal writing and writing sections related to hera and its experience and the team section (including formatted CVs),
 - v. Developing the budget together with the Director, and,
 - vi. Ensuring the proposal is submitted in time.
- Manage the assignments which are awarded. This includes:
 - i. Managing budgets and expenses related to assignments,
 - ii. Identifying and contracting of (external) consultants,
 - iii. Liaising with consultants, partners, and clients,
 - iv. Practical organisation, preparation, and follow-up of in-country assignments (flights, visa, hotel, per diem, etc.),
 - v. Ensure timely reporting, 1) to ensure that technical quality assurance of reports is done by relevant experts, and 2) perform standard administrative quality check and editing/formatting of reports, and,
 - vi. Process consultants’ invoices and prepare invoices for the clients.
- Lead on the registration and archiving of projects for knowledge management purposes. This includes:
 - i. Obtaining the relevant documents and forms at the end of the project, and,
 - ii. Filling out internal project databases.

2. Other tasks include:

- Attend staff meetings and collaborate in internal working groups,
- Respect and work towards full implementation of hera’s policies, Quality Manual and SOPs,
- Occasional travel may be required (e.g., to attend seminars, visit a project or a client), and,
- Undertake any other tasks as may reasonably be requested by the hera Director.

OTHER ELEMENTS

Estimated time: full-time, initially for 6 months with possibility of renewal.

Proposed start date: mid-June 2024.

Contracting modalities: salaried or freelance.

Location: hera’s team is based all around the world. As such, hera allows its employees to work remotely. This can be from home or any other location with a stable internet connection (around same time zones as Central European Time), with possibility to meet at hera’s co-working space in Mechelen, Belgium with colleagues every now and then.

IT: hera will provide the required support to work from home including a laptop.

REPORTING

The PO will report to the hera Director. Performance will be assessed continuously by the Director.

REQUIRED QUALIFICATIONS AND SKILLS

Requirements:

- Able to work in English,
- Experience working in MS365 environment (MS Word, Excel, PowerPoint, Teams, and SharePoint) as well as PowerBI,
- Interest in international development cooperation, preferably in the health, social protection and/or inequalities sector,
- At least 2 years of experience with project administration, and,
- Bachelor's degree in a relevant field.

Assets:

- Master's degree in a relevant field,
- Working knowledge of French or other languages, and,
- Graphic design skills to prepare basic visuals.

HOW TO APPLY

Please send an up-to-date CV and cover letter to hr@hera.eu with the reference "project officer job application" by close of business on May 16th, 2024. Selected candidates will initially be invited for an online interview. Subsequent interviews may be needed and could be held physically (if appropriate and feasible).

Application deadline: May 16th, 2024 (close of business).