



## Job Profile: Programme Manager International Association of National Public Health Institutes (IANPHI)

### MISSION

**Organization:** International Association of National Public Health Institutes (IANPHI)

**Position:** Programme Manager

**Area:** Public Health

**Type of contract:** Permanent (CDI), full time

**Start date:** June 17, 2024

**Address:** The Secretariat of the Association is hosted by Santé publique France, 12 rue du Val d'Osne, 94415 Saint-Maurice.

### PRESENTATION OF THE ORGANIZATION

The International Association of Institutes of Public Health (IANPHI) is a network of directors of national public health institutes (NPHIs) ([www.ianphi.org](http://www.ianphi.org)) which currently counts with 123 members, covers 103 countries and is structured into four regional networks (Africa, Asia, Europe and Latin America). Its mission is to strengthen global public health capacities by connecting national public health institutes across the world to build global capacities and to create a fairer world. IANPHI is an inclusive and independent professional association, which promotes an evidence-based approach to public health and strives for scientific excellence.

The Secretariat plays a central role in the organization of the Association and the animation of activities under the guidance of the President, the Secretary General, and the Executive Board of Directors. The Association is an international non-profit association under Belgian law. The IANPHI Secretariat team is composed of four to five staff members in addition to the Secretary General.

### JOB DESCRIPTION

**Mission:** The Programme Manager ensures the smooth running of the Association's governance, finances and budget, works towards building a global vision of the Secretariat's activities and manages the team's work plan. This position is of major importance for the Association. It offers many opportunities to liaise with institutions internationally.

#### Activities related to the governance and financing of the Association (55%)

- Preparation and monitoring of the Association's budget and accounts (25%)
  - Monthly preparation and follow-up of the Association's budget and finances (collection of invoices, checks, banking process, etc.)
  - Administrative, legal and financial follow-up of donor-funded projects
  - Liaison with the Secretary General, the President of the Association and the Treasurer: regular updates
  - Preparation and follow-up of the annual budget, consolidation of annual accounts
  - Liaison with the bank: management of online accounts (different currencies), monthly statements
  - Management of bank transfers for expenses (activities, service providers, projects, salaries, etc.)
  - Liaison with the Association's accountant and auditor
  - Presentation of the budget and annual accounts to the Executive Board and the General Assembly

- Preparation of the necessary documents for the IANPHI Foundation's Board of Trustees meetings in connection with the Foundation's representative
  - Preparation of all administrative documents to allow IANPHI to receive funding from donors/funders
- Organization and follow-up of Executive Board and General Assembly meetings (25%)
- Planning of meetings, preparation of all background documents, minutes and record of Executive Board decisions
  - Updating the Association's constitution and the necessary guides for the organization of the Executive Board and the General Assembly
  - Support to the organization of elections (Presidency, Vice-Presidency, Secretary General), organization of candidacies and nominations for the Executive Board
- Organization coordination meetings between the President, the Secretary General, the Treasurer.
- Follow-up of agreements and contracts with Santé publique France, the IANPHI Foundation and the U.S. Office, and preparation of their renewal.

Activities related to the management of the Secretariat (35%)

- Management of the Secretariat team's activities and work plan (20%)
- Distribution and follow-up of the activities of each team member, redirection of requests received and follow-up
  - Support (and supervision if required) to the preparation of the Association's Annual Meeting, General Assembly and Regional Network's Meetings
  - Supervision of personal data collection and management
  - Supervision of membership dues collection (sending invoices, monthly statements, sending receipts, monthly follow-up, etc.)
- Management of the Secretariat team - Administrative, human resources (HR), legal and financial (10%)
- Management of the recruitment and human resources processes
    - Development and publication of job descriptions, interviews and selection
    - Liaison with the HR service provider: preparation of contracts; preparation of pay slips, telecommuting arrangements, monthly leave tracking
    - Liaison with the complementary health insurance and the occupational medicine service
  - On-boarding and training of new team members to perform all the tasks required to allow:
    - Liaison with the Host of the Secretariat (Santé publique France) for administrative and legal matters and equipment
    - Liaison with service providers in charge of administration, finance and legal matters
    - Provision of main documents, IANPHI tools training
    - History of IANPHI, ongoing IANPHI projects and activities
- Management of Secretariat's tools and subscriptions: CRM, dues collection and invoices, videoconference system (5%)
- Liaison with IANPHI service providers: technical, administrative and financial follow-up (incidents, monthly invoices, subscriptions, etc.)
  - Organization, sorting and archiving of incoming mails and documents by topic

Activities related to strengthening the network of directors, institutes and partners (10%)

- Support for the operational organization of public health institute evaluations, carrying out preparatory work (monitoring and documentary research, writing summaries, *etc.*)
- Facilitating the participation of the Institutes in technical assistance, expertise and consultancy activities for which IANPHI is solicited in the area of institute building and strengthening
- Support to the organisation of webinars, working meetings, *etc.*
- Contribution to new initiatives to strengthen the network and engage members
- Provide responses, support and guidance to members and partners

*The percentage of time is indicative.*

*Please note that this job offer is pending funding confirmation.*

## PROFILE

**Level:** Bac +5

**Diploma:** Master's degree in political science, European/international affairs and/or public/global health.

**Experience:** Experience at an international organization, association or secretariat, particularly involved in the financial, budget, HR, governance processes, international project management, *etc.*

*Reference requested: At least one reference attesting the candidate's skills and qualities for the position would be appreciated.*

### Knowledge

- Excellent writing and communication skills in French and in English are required.
- Fluency in another language is an advantage.
- Knowledge of international organizations and European institutions working in the field of public health.

### Functional skills

- Project management experience - planning, methodology, monitoring and evaluation
- Define, use and interpret data
- Ability to analyse and synthesize
- Ability to write administrative documents (letters, calls for applications)
- Ability to write documents for internal use (notes, reports)
- Mastery of office automation tools (Outlook, Word, Excel, PowerPoint)
- Mastery of graphic tools, survey creation program

### Social skills

- Good oral and written communication, ability to inform the leadership of the Association, the Secretary General, the Board, the members and partners
- Autonomy, initiative and proactivity
- Search for relevant information and solutions
- Ability to adapt
- Ability to work in a

## CONDITIONS

A work permit in France is required.

Open-ended contract starting June 17, 2024. 166 hours per month, 38,5 hours per week.

Range of monthly salary according to years of experience: From 2 to 5 years of experience, net salary prior income tax from approx. 2 550 EUR to 2 800 EUR.

Leave entitlement per year: 25 days of paid leave + 20 days "RTT" (worked hours beyond the 35th hour give rise to a fixed allocation of RTT).

Working from distance: 3 days per week maximum. 2 days per week at the Secretariat Office in Paris.

Meal tickets: 9,48 EUR (60% covered by the employer) per working-remotely day.

Submission of CV and cover letter to [secretariat@ianphi.org](mailto:secretariat@ianphi.org) with the reference " IANPHI – Programme Manager " by email before May 17.