



# Technical Project Coordinator for the TIC project W/M

Médecins Sans Frontières, an international medical humanitarian association created in 1971, provides medical assistance to populations whose lives are threatened: mainly in the event of armed conflicts, but also of epidemics, pandemics, natural disasters or exclusion from care. The French section of MSF is present in about thirty countries.

In the context of a project opening, we are looking for a:

## Technical Project Coordinator for the TIC project W/M:

**“Development of an integrated approach for non-medical hazardous waste management in countries with limited treatment options - Intersectional pilot project in South-Sudan”.**

### Mission

In October 2024, OCP submitted a TIC proposal titled *“Development of an integrated approach for non-medical hazardous waste management in countries with limited treatment options - Intersectional pilot project in South-Sudan”*.

The proposal includes waste quantity evaluation, proper segregation and safe storage at project level, precautionary measures before transportation, safe transportation from the project to capital, treatment of the fractions treatable in capital, and administrative procedure of export to a country where the remaining waste can be properly recycled or destroyed.

This project also integrates the piloting of R&D solutions to reduce waste quantities and to test new treatment solutions internally, in order to reduce the quantities of waste to export.

Waste included in the scope of the project is all the hazardous non-medical waste (E-waste, batteries of all kinds, motorized fleet waste and chemical containing waste from logistic activities).

The project is structured in 3 phases (6 + 12 + 6 months) for a total duration of two years. The first phase consists in a feasibility study and a go/no-go decision for the rest of the project.

The technical project coordinator is responsible for the operational management, monitoring and reporting of the project(s). He/she standardises administrative processes and provides support on all aspects of project management by optimising the management of activities from a relational, organisational and administrative point of view.

### Main Responsibilities

#### 1. Phase 1: feasibility study:

- Develop a stakeholders mapping and finalize definition of responsibilities at field level.
- Oversee the inventory and segregation of waste covered by the project, for each MSF projects.
- Identify with supply referents and technical referents, supply criteria and alternative to reduce the amount of waste generated in the future.
- Identify relevant authorities involved in waste export, evaluate feasibility and define the process to follow.
- Initiate discussions with exporters, select transport route and destination.
- Update the budget for phase 2 with precise quotation for transport to Juba, for export and for the improvement of the interim storage in capital.
- Define clear SOPs for the next steps.

Phase 1 will be reviewed by the TIC committee to proceed with validation for the second phase.

#### 2. Phase 2: Implementation

- Improvement of the interim storage in capital and recommendations to improve interim storages in relevant projects.
- Volume reduction before export: identification and validation of local recyclers and tests of technical solutions to decrease the quantities of waste to export.
- Gathering of the waste in Juba to prepare the exportation (transport from project to Juba).

- Engage with the relevant authorities and monitor the exportation process led by the sub-contractors.
- Obtention and archiving of all administrative documents required.

### **3. Phase 3: Capitalization**

- Definition of Country Waste Management Plan in South-Sudan.
- Evaluate all elements (structure, HR, budget, etc.) needed to routinely treat the hazardous wastes from MSF's activities in South-Sudan.
- Return of experience report with time and cost involved, successes and difficulties, feasibility of duplication in other missions.
- SOP adaptation to pilot's capitalization report (RETEX) and to include different contexts, to facilitate duplication in other missions.

### **Professional skills**

#### **Education:**

- Bachelor's degree in business administration, Project Management, or a related field (Master's degree preferred).
- Certification in project management (e.g., PMP, PRINCE2, Agile) is highly desirable.

#### **Experience:**

- Minimum 3 years of experience in project management, including at least 2 years working on innovation or governance projects.
- Demonstrated experience in stakeholder management, governance design, and cross-functional team collaboration.
- Field experience with MSF is a prerequisite, experience as a coordinator is an asset, experience in several OCs would be valuable.
- Experience in managing complex projects in countries with limited resources.
- Experience in institutional fund management and reporting.

### **Knowledge and skills**

#### Technical Skills:

- Proficient in project management methodologies (e.g., Agile, Waterfall, Scrum).
- Expertise in governance system design and implementation.
- Strong knowledge of stakeholder analysis and engagement strategies.

#### Interpersonal and Leadership Skills:

- Exceptional stakeholder management capabilities.
- Excellent verbal and written communication skills for diverse audiences.
- Ability to influence and negotiate effectively.
- Strong facilitation and presentation skills.

#### Strategic and Analytical Skills:

- High-level problem framing and critical thinking abilities.
- Proven capability to manage complex projects with multiple moving parts.
- Ability to analyse data and synthesize information for strategic decision-making.

**Languages:** Fluent English essential (level C1) + Fluent French is a plus

### **Required qualities**

- Proactive, solution-oriented, and resilient in challenging environments.
- Collaborative mindset with a commitment to fostering team success.
- Ability to work under pressure and manage competing priorities.
- Committed Anti-racist, inclusive and cultural sensitive person.

### **Specifics of the position**

**Status:** The project coordinator position is for 24 months, subject to approval of phase 2 and 3.

For the first phase of the project, the person will be based in Juba (South-Sudan). For the rest of the project, phase 2 and 3, the location can be negotiable but with regular presence in Juba.

**Salary conditions:** Salary level 13 according to MSF grid and experience: 2825 euros gross per month + seniority if

equivalent position in an NGO.

**Desired start date:** 15 March 2025

*Our aim is to promote inclusion and diversity. We also want to improve the representation of people with disabilities in our workforce.*

**Type of Contract :** Fixed-term contract

**Salary (€) :** see advert

**Deadline for submitting applications :** 28/02/2025

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**Médecins Sans Frontières - France**