



The International Federation for Spina Bifida and Hydrocephalus is looking for a Program Manager (part-time). The Head office is located in Brussels but working remotely from Belgium or the Netherlands is a possibility.

Program Manager

Job Profile

INTERNATIONAL NON-PROFIT ORGANISATION

The International Federation for Spina Bifida and Hydrocephalus (IF) represents over 95 Member Associations worldwide. Our members are a large group of persons with Spina Bifida and/or Hydrocephalus (SBH) and their families. In collaboration with civic society in the public and private sector and together with important stakeholders IF works to build inclusive communities and raise awareness of SBH. With the goal of reducing the prevalence of SBH in the world through primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families.

JOB DESCRIPTION

Are you a passionate multitasker who wants to actively contribute to the success of several international programs within a multicultural working environment? IF is project holder of an increasing number of international programs. These programs are aimed at primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families. IF seeks a candidate who can oversee existing and new projects relevant to the SBH community. In this role, the program manager is active in exploring routes for funding of regional projects.

RESPONSIBILITIES

- The delivery of a portfolio of complex multi-disciplinary projects to achieve quality, financial, and delivery requirements
- Exploring funding opportunities for international and regional project proposals
- Grant writing
- Coordinate interaction with international members and broader network for joint collaborative projects, endorsements, translations, meetings and workshops



SKILLS, EXPERIENCE & PERSONAL QUALITIES

- An absolute commitment to working for the International Federation
- An understanding of disability and a good awareness of diversity issues
- An understanding of Spina Bifida and Hydrocephalus and its impact on people and society
- Master degree level of education, in science/healthcare and/or project management direction
- A minimum of 3 years of prior experience in a program operations role
- Prior roles as lead working groups and teams as well as resources in delivering projects
- Experience with delivering multi-faceted projects
(in the field of healthcare would be considered an asset)
- A proven record of building effective (international) relationships with a variety of multidisciplinary stakeholders
- Experience with writing project proposals, evaluation and development
- Knowledge of the European Commission with experience of working in this environment
- An effective advocate, with a track record in achieving change through networking and stakeholder management
- Working independently but is also a team player
- High attitude for organization, strong communication skills, a positive attitude, and the ability to work in a rigorous and efficient manner
- Fluent in English, preferably with fluency in other relevant languages French and/or Flemish

Are you the enthusiastic and responsible Program Manager who wants to strengthen the IF team? Please send your CV and Motivation Letter to the attention of Dr. Sylvia Roozen to recruitment@ifglobal.org. Due to the large number of applications expected only shortlisted candidates will be contacted.