

The Regional Expert Group on Migration and Health (REG) is looking for an experienced **Project Coordinator** for a part-time (3/4) position to join the Executive Committee
of the Regional Expert Group of Migration and Health

ABOUT REG

Regional Expert Group (REG) on Migration and Health in Eastern Europe and Central Asia (EECA) was established by civil society activists and researchers to develop an expert position that would help to improve the quality of life of international migrants in the countries of the region. The aim the group is to provide expertise to ensure continuous access of mobile populations to health services along the entire route from countries of origin to countries of destination in the EECA region. Regional Expert Group on Migration and Health has the following goals: conduct research to assess the health situation of migrants and access to healthcare services, present research results to the public and discussing evidence-based arguments with decision-makers, representatives of civil society, the academic community, and international organizations, initiate and support expert dialogue to foster cross-border cooperation between sending and receiving countries of migration, as well as creation of bilateral and multilateral agreements in the area of mobile populations health, create a common information space for cross-border cooperation in the area of migrant health.

For details, please follow <http://migrationhealth.group/en/>

THE PROJECT COORDINATOR REPORTS TO: Daniel Kashnitsky, Academic Relations Coordinator, Chair of the Board, REG

LOCATION: Moscow, RF

MAIN RESPONSIBILITIES

Project Coordinator provides substantive inputs in implementing of Project “Development of HIV services for international migrants in Russian Federation including coordination of team members’ activities according to approved project workplan, holding negotiations with Donors and preparing of reports, and representing the REG, including conferences, meetings, Roundtables etc.

The main responsibilities of the Project Coordinator will include but are not limited to the following:

- Coordination of implementing all project items according to approved by the Donor project workplan;
- Execution of project activities and meetings according to workplan;
- Assignment of duties to other team members, and control over execution in accordance with the workload of team members;

- Preparation of quarterly and annual narrative reports to the project donor, and financial reports (in collaboration with financial Coordinator of the project);
- Holding negotiations with donor regarding reports, project implementation, finance and workplan changes and updates;
- Representing REG and Project activities/results at Conferences, Round Tables, Meetings upon request of Academic Relations Coordinator, Chair of the Board.
- Participation at weekly team meetings and providing updates on project implementation
- Weekly calls with Director to update on the project implementation.

ESSENTIAL SKILLS

- Minimum 3 years of experience in project management in public health or capacity building of civil society in the Eastern European context;
- Proficient knowledge of English and Russian;
- Solid writing skills (experience with analytical reports and grant reports).
- Proven experience in organising events, roundtables, webinars, both online and face-to-face;
- Deep understanding of grant management and project implementation in public health;
- Proven experience in management of consultants;
- Self-motivated, ability to multi-task, able to work independently and take responsibility and initiative;
- Experience in working with civil society;
- Excellent interpersonal, communication and organizational skills;

CONDITIONS

Contract: we offer a consultancy contract for one year (renewable, subject to performance and available funding). Probation period - three months.

Level of effort and place of work: 6 hours a day (home-based and office based depending on needs). It is important that the person is based in Moscow and available to participate in face-to-face meetings one or twice a week.

Starting date: October 2022

If you are interested in applying, please send your **CV and cover letter** in English to Zinaida Abrosimova at abrosimova@gmail.com with the subject: “**Project Coordinator**”.

Please, send your motivation letter, CV in English before Sept 26th, 2022.