

Introduction

At MSI Reproductive Choices, our mission, 'Children by choice, not chance', is at the heart of everything we do. We provide high-quality contraception, safe abortion and post-abortion care services, and work with advocacy to create an enabling environment for safe access for all. All team members must support us in our mission.

We want individuals who believe in our mission and who can clearly describe how and why they feel that what MSI Reproductive Choices does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are aligned with MSI Reproductive Choices mission and vision to eliminate unsafe abortion in the countries where we work .

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Reproductive Choices Candidate Pack carefully, prior to applying .

MSI Reproductive Choices is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. MSI is committed to safeguarding and promoting the welfare of all team members and clients, with a focus on vulnerable groups. MSI committed to compliance with all fair employment practices including citizenship and immigration status.

Please note this role will be subject to full pre-employment background checks which may include, but is not limited to employment references, right to work verification, adverse financial checks, basic criminal record checks and risk database screening checks.

Key Skills

To perform this role, it is **essential** that you have the following skills:

- **Excellent attention to detail and very strong administration and project management skills**
 - Familiar with different approaches from excel to project management system such as Jira, Planisware or Microsoft Project.
 - Good organisation skills
 - Comfortable and enjoy creating and maintaining realistic project schedules.
 - Ability to prioritize and manage multiple projects – multitask, delivering multiple product tracking to demanding timelines
 - Ideally professional certification in project (APM, PMI or higher level).
- **Excellent communication skills**
 - Communicate, very comfortable with fostering collaboration using multiple ways, chat, WhatsApp, phone, f2f, file sharing, 121 and group meetings.
 - Very good written and verbal skills in English
 - Ability to liaise effectively with a range of stakeholders at different levels of authority.

All MSI Reproductive Choices person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

- **Ability to build relationships across teams**
 - Highly sensitive cross-cultural skills. Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice.
 - Build trust and respect and work as a team player.
- **High drive for results**
 - Positive, “can-do” attitude.
 - Ability to work independently, determine priorities, manage multiple tasks, and meet timelines while collaborating with cross functional teams
 - Demonstrated problem solving skills - able to help colleagues think through solutions to getting product launches back on track.
- **Very strong excel skills**, competent in word and PowerPoint
 - Able to pull together product launch summaries and status reports easily & quickly.

Key Experience

To perform this role, it is essential that you have the following experience:

- **Good project management experience** is key for this role, along with experience of the healthcare product launch management tracking & reporting processes
- **Good experience & broad understanding of the pharmaceutical, medical device regulatory environments** and the constraints this brings for product launches in the pharmaceutical sector
- **Experience of working with Product Development and Procurement, Regulatory & Compliance teams** to ensure that the supplier and core product qualification is delivered against the agreed timelines
- Experience in pharmaceutical/medical procurement or marketing
- Experience of product registration or product marketing activities
- Knowledge and understanding of African, Asian healthcare markets
- Ideally, the hired candidate will come from a Sexual Reproductive Health background however, but other healthcare/therapy areas will be considered .

Formal Education/qualification

- Ideally professional certification in project (APM, PMI or higher level)
- Ideally a university degree in relevant field. **Science related qualification or considerable equivalent work experience is equally acceptable.**

Personal Attributes

MSI Reproductive Choices is dedicated to equal opportunity for all and recognises that every individual is unique. Whilst we always seek to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

For this role, we're looking for an individual who is:

- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Able to role-model inclusive and culturally sensitive attitudes and behaviours
- Builds strong working relationships
- Commercially minded, supportive of MSI Reproductive Choices as a “social business”
- High drive for results, not happy until the job is done and done well.
- Flexible attitude towards working in a fast-changing operating environment. Happy to take on a wide range of tasks from sorting out samples to be sent to countries to preparing status reports for the Executive Committee.