

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 is also committed to compliance with all fair employment practices including citizenship and immigration status.

The candidate is required to have the right to work in the country of residence. MSI has a flexible policy which supports parental leave, however this may vary depending on the resident country of the employee. Whilst this role is primarily office based, MSI has an agile working policy which can be flexible depending on the needs and circumstances of its employees.

Please note that to protect the privacy and ensure the safety of our employee and clients, 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:

- Highly numerate; able to examine and critically query complex data
- Excellent verbal & written communication skills
- Excellent attention to detail; methodical and precise
- Strong training, influencing and persuasion skills
- Developed planning and organisational skills with the ability to juggle multiple projects to deliver with quality and on time
- Strong computer literacy

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

Person Specification:

Project coordinator



- Intermediate Excel skills

Key Experience

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

- Proven experience working on projects using industry standard methodologies across lifecycles.
- Experience in writing and editing documents for various audiences, including non-technical ones
- Excellent people skills, with experience working cross-culturally and providing remote support
- Experience with successful change management initiatives, processes, methodologies
- Ability to take initiative and work on your own
- Demonstrable experience in using evidence to drive performance

Formal Education/qualification

- Prince 2 Foundation (preferred)
- Educated to degree level, or equivalent experience.
- Full professional proficiency in English (essential), working knowledge of French (desirable)

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.
- Resilient, flexible, positive attitude and who thrives in fast-paced, dynamic environments
- Strong team player
- Proactive and practical approach to work, with a 'can do' attitude
- Flexible and adaptable, able to thrive in difficult/complex environments

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Person Specification:

Project coordinator



- 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.
- Driven by doing work that directly impacts those most in need
- Actively seeks out feedback on their performance (both results and behaviours) with a view to continuously learn and develop