

# Job Description:

## Project Officer



### General role information

Job Title:	Project Officer
Reporting to:	Head of HealthCare Product & Trade Marketing
Salary Band:	13
Notice period:	1 month
Career Band:	8
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No

### About MSI Reproductive Choices

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

### The department/team

The Technical Services team is charged with designing, developing & evaluating new service models and solutions, best practices for deployment by the country teams. Product & Trade Marketing team develop and launch Sexual Reproductive Health products and trade marketing campaigns designed to expand access to contraception and safe abortion/post abortion care .

### The role

All MSI Reproductive Choices job descriptions 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](mailto:recruitmentinbox@msichoice.org)

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The Healthcare Product Project Officer is accountable for setting up and improving the MSI product launch management tracking & reporting process, enabling teams to meet their agreed launch dates; and for supporting the Product Development and Procurement, Regulatory & Compliance team to ensure that the supplier and core product qualification is delivered against the agreed timelines.

The role reports into the Head of Product & HealthCare Marketing. The role will interact most directly with the Country Commercial Sales Leads, Global Supply Chain and Regulatory and the broader Regional teams.

This role is designed to be a 12-month contract to set up and help MSI have a fast start to building an improved product development process. MSI is a fast-paced organisation and success in this role may lead to future opportunities. So, for someone who wants to bring their commercial skills to add value in an exciting social business – then this is an ideal entry point to MSI Reproductive Choices.

### Key Responsibilities

#### Product Development timeline management & “Stagegate” reporting (70%)

##### System design & set up

- Lead the development of a new tracking & reporting process on new product launches – we are calling it MSI “Stage-gate”, but the tool has not been developed so this is a key deliverable for the 1<sup>st</sup> 3months
- Set up the system, process & templates and ensure all team members involved in the product launch have all the necessary information to know the status of the product launch, “red flagging” issues, so action can be taken.
- Train team members on how to follow the Stage-gate process

##### Reporting

- Report on regulatory progress and issues for new products at all project team and Project Review Meetings, and to Senior Management as required. Escalate risks / issues appropriately or advise of delays and other changes which may impact the regulatory and launch timeline.
- Preparing Product launch status reports for monthly country team meetings
- Preparing the Executive team balanced scorecards and specifically updates on product launch timings and highlighting risks to timings
- Maintain Product Data Base and product catalogue so it is always up to date

#### Support Marketing, Procurement, Regulatory and Compliance Manager in delivering product launches in a consistent manner and according to agreed procedures and specifications (30%)

- Align with GSC the product sample requests for product registration and dispatch to Country Programmes. Collect, maintain regulatory landscape from Country Programs
- Update and maintain Registration Data Base (as part of StageGate) based on Global Regulatory (Consultant) team data.
- Support in ensuring product packaging specification and associated information is updated and maintained in accordance with product licenses, in international territories, including the review of artwork for product packaging and provision of accurate labelling translations
- Support the Marketing & Regulatory & Compliance teams with category, supplier information gathering to help develop regulatory strategy and supplier selection

#### What does success look like in this role, and how will it be measured?

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- Develop the product tracking tool and ensure Global, Regional & country teams adopt the new product development “stagegate” process within 12 months
- All key stakeholders & countries can find launch information easily, reducing the level of queries and reducing delays
- “Stagegate” information accurate and complete on time for Executive dashboard and for monthly meetings with countries
- Dossiers availability in correct format; accurate databases and up to date product catalogue

***Stagegate is the MSI Reproduction Choices product launch process from product ideation to implementation. This involves high level of collaboration across team members including finance, supply chain, marketing, social marketing, country teams Stagegate details all the tasks and duties of each team and lists down deadlines, timelines.***

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**

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