

# Job Description:

## Project Coordinator - GIS



### General role information

<b>Job Title:</b>	Project Co-ordinator - GIS
<b>Reporting to:</b>	PMO Lead
<b>Salary Band:</b>	TBC
<b>Notice period:</b>	1 months
<b>Career Band:</b>	7 - Specialist
<b>Budget Responsibility?</b>	N
<b>Direct Reports?</b>	N
<b>Client facing role?</b>	N

### 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 equality, diversity and inclusion for all within our organisation and are actively seeking applicants from all backgrounds to apply.

We expect all staff and post holders to share our values and commitments.

### The department/team

The Global Information Services (GIS) team specifies, sources/builds, implements, maintains, and supports a range of digital technology solutions across our 37 countries. These solutions currently span across Finance systems, Business Intelligence, Microsoft O365, cyber security solutions, front-line operational applications, and common networking technologies. In addition to delivering technology, we support our customers with change management, adoption and driving the benefits of the solutions. We are a team of 50 colleagues, based in the UK and Africa.

The PMO team sits within GIS and maintains oversight of Technology Projects and IT Procurement. The team supports, enables, and assures the effective management of these projects in line with MSI's prescribed Methodology.

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 role

MSI is going through an extensive digital transformation with a range of projects targeted at transforming our ability to better serve clients in need. This role does not include travel and will be instrumental to plan and project manage the implementation of smaller projects, working together with the different project teams in various geographical locations responsible for delivering. The role will also assist IS project managers within larger projects and follow MSI's project management methodology to meet the needs of the business, ensuring they are completed on time and within budget, to deliver the agreed outcomes and defined benefits.

### Key Responsibilities

- Maintain project management, administrative and quality assurance processes, ensuring the project(s) runs efficiently and fulfils the requirements.
- Project management of scaleups happening in the priority programs / Coordinate with in-country and global electronic health record team
- Implement agreed project monitoring, producing regular progress reports detailing achievement against milestones, activity status, resource requirements, risks, issues, and dependencies.
- Prepare agendas and draft meeting minutes for Project Board and other regular meeting forums within the project.
- Manage project reporting, ensuring all stakeholders are sufficiently briefed at the right time, and report on progress.
- Support project delivery teams in all relevant project related tasks including travel management, communication support.

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:**

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<b>Signature:</b>	
<b>Date:</b>	

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