

International Website Redesign Project Manager

Title:	International Website Redesign Project Manager
Location:	Geneva, Switzerland. Candidates must already have the right to work in Europe.
Duration:	12 months at 100%, possibly renewable
Starting date:	September 2016 or ASAP thereafter
Deadline for applications:	04 September 2016

I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of religion, gender or political affiliation.

MSF International is the legal entity that binds MSF's 21 sections, 24 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF movement, and implements international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

II. PLACE IN THE ORGANISATION

The International Website Redesign Project Manager is responsible for leading a project to reimagine and improve the way the MSF.ORG website is structured, monitored, disseminated and used. The MSF.ORG website is the international website for MSF, whilst a network of national and satellite websites provides the full website landscape. The national websites are owned and managed by national offices and satellite offices, and part of this project is to ensure that all these sites and MSF.ORG interact effectively together.

The International Website Redesign Project Manager works for MSF International in the Communications Department. He/she reports directly to the International Communications Coordinator who leads the department. The Project Manager also works closely with the International Communications Project Manager and IO communications team who manage the day-to-day activities relating to website content, social media, including providing support to the field, and other communications tools and tasks. The project manager works closely with other digital team members across the MSF movement.

III. MAIN TASKS

The International Website Redesign Project Manager is responsible for:

Vision:

- Use his / her experience in digital communications to refresh the vision of MSF.ORG website and the added value it has for MSF communications

- Develop a suitable strategy for the MSF.ORG website, incorporating strategic input from MSF offices worldwide and MSF departments (medical, procurement, etc). The strategy will address the purpose of the website and its users, language and translation considerations, interaction/integration with MSF's suite of national websites and satellite sites, including content on countries where we have operations, prioritization of content depending on geographical area and/or language, accessibility, consumer experience and usability, findability, information architecture, performance, analytics and continuous improvement and feature development.
Approximate time: two months.

Project Planning:

- Develop a project plan in accordance with guidelines that uses the guiding principles from the strategy to address the identified challenges and gaps with concrete project tasks.
- Propose solutions to effectively resource the project, which may be through directly hiring staff or outsourcing to commercial entities.
- Ensure that quality and risk management is built into plans from the beginning and that objective expectations are clear, agreed and documented.
Approximate time: one month.

Project Execution:

- Lead the project to redesign the MSF.ORG website to respond to identified needs.
- Manage the project team and coordinate with steady-state content managers in the Communications team.
- Map digital website processes (e.g. analytics and response strategies) and ensure sustainability and buy-in for the website.
- Partner with internal and external content managers, editors, designers, developers, and other staff.
- Build a reliable web Analytics measurement framework
- Integrate up-to-date solutions with social media
Approximate time: 8-12 months.

Management / Leadership:

- Select the members of the Website Redesign Project Team and/or external partners. (Estimated resources: 2 FTEs)
- Ensure the project team is prepared, motivated and able to deliver on time to a high standard.
- Advise the International Communications Coordinator on the future support, organizational structure, and content management for the website and related solutions.

Reporting:

- Report to the International Communications Coordinator on the status of progress, risks and finances regularly, highlighting any potential exceptions or changes in the plan.
- Assist in setting and monitoring quality standards on all project deliverables and communicate those to key stakeholders.

Guide technical updates to the website in coordination with content managers and provide onsite technical support to the content team when needed.

IV. REQUIREMENTS

Education

- Bachelor degree in a relevant discipline, Masters preferred.
- Project management certification (PMP, Prince2, Hermes).

Experience

- 5+ years managing digital projects, including leading international website redesign projects.
- Experience with full project lifecycle.
- Experience defining website strategy preferred.
- Experience in an international environment.
- Experience on Drupal content-management framework desirable

Skills

- Interest in and commitment to MSF's humanitarian principles and values.
- Strong management, communication and interpersonal skills, ability to work autonomously, negotiate with business owners and lead a small team.
- Ability to see the big picture across such areas as Communications, Fundraising, Recruitment, Advocacy, Operations.
- Ability to engage with internal and external stakeholders, gain their confidence and persuade them to cooperate where required.
- Outstanding communication skills and capacity to manage expectations.
- Excellent leadership skills, capacity to lead by example and develop strong personnel performance goals.
- Ability to troubleshoot issues and find innovative solutions.
- Ability to multi-task, lend a hand where needed and work to tight deadlines.
- Knowledge of MSF preferred.
- Team player, self-motivated and enthusiastic.
- Fluent in English; other languages an asset.

Starting date:	September 2016 or ASAP thereafter
Contract:	12 months at 100%, possibly renewable
Location:	Geneva, Switzerland. Candidates must already have the right to work in Europe.

Deadline for applications: 04 September 2016

Please submit all applications **only by email** to:
IO-recruitment.gva@msf.org stating “**International Website Redesign Project Manager**” in the title.

Please submit your CV and cover letter in
ONE file and name the file with your LAST NAME.

-Only short-listed candidates will be contacted-