

Job description - draft

Project Manager	
Reports to	Deputy Executive Director (DED)
Department	None – supports the whole association and its management
Seniority	Minimum 3 years
Contract	Consultant – self-employed part-time
Remuneration	Depending on experience – from 60K to 62K Euros per year
Location	Free: teleworking available for 1 physical staff meeting a week, Brussels
Start date	Preferably mid-February 2025
Languages	English native speaker or equivalent, French is an asset
Date	7 January 2024
Version	Draft
Author(s)	Catherine Hartmann

The Medical Nutrition International Industry (MNI), an international not-for-profit association registered in Belgium, is looking to hire a highly organised Project Manager (PM), able to demonstrate exceptional time management skills to perform project management and implementation of set activities to achieve the projects aims.

The goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.

Key responsibilities

We are seeking a skilled project management consultant to support our organisation's strategic initiatives, focusing on coordination, event planning, and stakeholders' projects coordination for MNI.

- Create and maintain project documentation, timelines, and status reports
- Support project planning, resource allocation, and milestone tracking
- Manage stakeholder relationships for co-funded projects, ensuring effective communication and progress tracking
- Coordinate at least one working group and facilitate cross-team collaboration
- Develop and implement comprehensive plans for MNI's anniversary activities

Detailed project manager tasks and organisational structure:

Reporting Structure:

- Reports directly to the Deputy Executive Director (DED)
- Collaborates with the AMM, ED and CM

Specific Tasks:

1. Project management, including for 2025, MNI's anniversary activities
 - Maintain project management documentation
 - Use project management software for tracking

- Prepare monthly progress reports
 - Support budget tracking and financial reporting
 - Develop comprehensive event planning timeline
 - Coordinate event logistics and stakeholder involvement
 - Manage budget allocation for anniversary activities
 - Create detailed implementation strategy
 - Track project milestones and deliverables
2. Working Group Coordination
- Schedule and facilitate working group meetings
 - Prepare meeting agendas and minutes
 - Track action items and follow-up tasks
 - Ensure cross-team communication and alignment
3. Stakeholder Project Management
- Maintain detailed tracking of co-funded projects, by updating MNI's tracking project status report
 - Conduct regular stakeholder check-ins
 - Monitor project budgets and timelines
 - Prepare progress presentations for leadership
4. Interdepartmental Relationships:
- Works closely with finance, communications, and operations team members
 - Acts as central point of communication for cross-functional projects

A detailed scope of work will be shared with the short-listed candidates.

Qualifications:

- Bachelor's degree in Business, Project Management, or related field; experience in the field of healthcare, health policies, and nutrition is an important asset
- Minimum 3 years of project management experience
- Proven track record of successful project coordination
- Strong communication and interpersonal skills
- Proficiency in project management tools and software
- Experience with event planning and stakeholder management

Skills sought:

1. Technical Skills:
- Proficiency in one project management tools, preferably compatible with Office 365 (Microsoft Project, Trello, Asana)
 - Budget tracking and financial management
 - Risk assessment and mitigation strategies
 - Detailed reporting and documentation
 - Performance metrics and KPI development

2. Interpersonal Skills:
 - Exceptional communication (verbal and written)
 - Active listening
 - Conflict resolution
 - Stakeholder engagement
 - Cultural sensitivity
 - Diplomacy and tact
 - Ability to negotiate and mediate
 - Collaborative team approach
3. Strategic Competencies:
 - Strategic thinking
 - Problem-solving
 - Adaptability
 - Proactive planning
 - Decision-making under pressure
 - Relationship building
 - Multi-stakeholder coordination
4. Professional Attributes:
 - Emotional intelligence
 - Professional discretion
 - Self-motivation
 - Time management
 - Organisational skills
5. Qualifications Validation:
 - Demonstrable track record of successful project delivery
 - Experience in multi-stakeholder environments

Work Details

- Part-time position: 22 hours per week
- Flexible work arrangement, within the Brussels standard time working hours (9 to 5 pm), presence at MNI's office in Brussels, at least once a week; availability for twice two full days day workshops needed (spring and autumn); the person needs to be based in Brussels, or its vicinity
- Some travelling required: minimum 3 times a year for meetings abroad
- Consultant/contract role

About MNI

MNI – the Medical Nutrition International Industry association – was created in 2005 to bring together companies that provide products and services to optimise patients' outcome through specialised nutritional solutions and to represent the voice of the medical nutrition industry at international level.

MNI above all aims for a world where medical nutrition is an integrated part of the treatment across the continuum of care, where parenteral, or/and enteral and oral nutrition are key elements in the patient's recover from hospital to homecare.

MNI's vision is to achieve better care through better nutrition, across all ages and healthcare settings.

The MNI staff consists of consultants all working part-time to deliver the plans and strategies, in line with the Executive Committee's decisions, complemented by working groups and experts' input.

More: www.medicalnutritionindustry.org