

*Job title:* **Global Programme Manager**

*Reports to:* Director, Global Programme Unit

*Location:* Switzerland, Europe - Remote

*Contract type:* Full-time

### About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

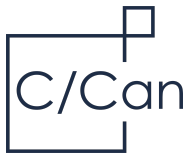
C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 15 cities around the world.

### Summary of Position

The role focuses on managing a portfolio of cities, ensuring the advancement of the cities through C/Can's transformational framework (CEPF) including successful implementation of city programmes and initiatives within defined scope, budget, and timeline.

The Global Programme Manager will provide the necessary support to each city manager along the entire framework journey. Acting as an enabler, the Global Programme Manager will coordinate the required support from the global teams to drive success.

In addition, the Global Programme Manager will contribute to the continuous improvement of C/Can's transformational framework (CEPF), tools, and processes, and will identify and document best practices, and facilitate knowledge sharing across



the C/Can's network of cities. The role will also oversee monitoring and reporting, ensuring progress is tracked and measured, and drive data-informed decision-making.

## Key Responsibilities

### **C/Can's transformational framework (CEPF) implementation support**

- Oversee the adoption and execution of the framework across cities.
- Act as an enabler for City Managers, providing guidance, resources, and support to advance through C/Can's transformational framework (CEPF) and address challenges.
- Support cross-functional teams in implementing key deliverables within the framework.

### **City Programme Planning and Project development**

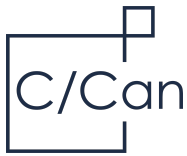
- Develop detailed project plans based on the endorsed city programme including activities, timelines and budgets tailored to the unique context of each city.
- Ensure adherence to agreed scope, objectives and goals.

### **City Programme and initiatives implementation**

- Manage the execution of the city programmes and initiatives ensuring they meet defined objectives and deliverables.
- Monitor progress, track key milestones, and ensure adherence to plan.
- Provide comprehensive support and resources to resolve issues effectively. Communicating to the appropriate teams to ensure a timely and efficient resolution.

### **Cross-Functional Coordination**

- Collaborate with C/Can's global cross-functional teams to ensure cohesive support to the city throughout each phase of the framework.
- Align global and city planning considering organizational priorities, city specific context and stakeholder needs.
- Act as a bridge between cities and C/Can's global team to ensure clear



communication and decision-making.

### **Monitoring and Reporting**

- Serve as a lead user and promoter of project management and monitoring tools.
- Oversee project progress, timelines and budget adherence.
- Define and analyze required data to assess performance, drive decision making, and identify areas for improvement.
- Prepare regular progress reports for C/Can, stakeholders and partners.
- Capture and document lessons learned from implementation across cities. Analyze successes and challenges to drive learning.

### **Risk Management and Problem Solving**

- Identify potential risks and implement strategies to mitigate them.
- Proactively address challenges and adapt as necessary.

### **Partnerships and grant management support**

- Support the Partnership & Engagement team in developing funding and grant proposals.
- Ensure projects and outputs align with funding partners commitments.
- Provide data, insights and progress reports as required.

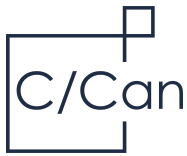
### **Continuous Improvement**

- Promote process and tool improvement, incorporating lessons learned and best practices.
- Support the adoption of digital tools and systems to enhance framework implementation effectiveness.
- Identify opportunities for continuous improvement and ensure that lessons learned are documented and shared.

## **Qualifications**

### **Education**

- Bachelor's degree in Public Health, Business Administration, Economics, International Development, or a health related field (Master's degree



preferred).

### **Experience**

- 6+ years of experience managing complex programmes or projects
- Experience working in a strategy consultancy firm is valued.
- Proven track record of delivering programmes on time, within scope, and budget.
- Understanding of health systems, with a particular focus on cancer care.
- Experience working with diverse stakeholders.
- Experience working in LMICs or similar contexts.
- Experience working remotely with multidisciplinary teams across multiple geographies.

### **Skills**

- Strong project and programme management skills.
- Excellent organizational, problem-solving, and decision-making abilities.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficiency in project management tools and software (e.g. Click-up).
- Knowledge of monitoring frameworks and methodologies.
- Knowledge of healthcare systems and cancer care initiatives.

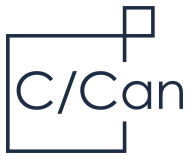
### **Personal Attributes**

- Mission-driven with a passion for global health and social impact.
- Critical thinker with attention to detail.
- Works effectively with teams, fostering a culture of collaboration.
- Demonstrates initiative, accountability, and a commitment to excellence.
- Comfortable working in a decentralized, fast-paced, and multicultural environment.
- Adaptable and flexible, with the ability to work across multiple time zones and travel as needed.

### **Languages**

- Fluent in English and Spanish (written and spoken).

### **How to apply**



Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: [recruitment@citycancerchallenge.org](mailto:recruitment@citycancerchallenge.org). Please ensure that all documents are sent as PDF documents with the titles "your name cover letter" and "your name CV". Please put "Global Programme Manager" in the email subject line. Applications will be received until a suitable candidate is identified. Only short-listed candidates will be contacted.