

About us

The SORMAS Foundation is a non-profit organization based in Braunschweig, Germany. Our mission is to support public health agencies and professionals worldwide in developing and implementing the **Surveillance Outbreak Response Management and Analysis System (SORMAS)** and other digital solutions for early detection and management of epidemics.

The Foundation promotes the SORMAS open-source community and builds capacity for, and jointly with, users and stakeholders in disease prevention and control internationally.

To support the expansion of the SORMAS Foundation activities worldwide, we are looking to expand our team with a

Project Manager (Part-Time) (m/f/d)

Reference-Nr.: 2024-11-001

Area of Work

- Preparing and updating projects plans
- Support project team and partners with requirements gathering
- Take part in project meetings with partners
- Schedule project meetings and document their outcome
- Financial planning and controlling of project budgets
- Creation of project reports
- Personnel planning in accordance with other running projects
- Contribute to project acquisition including preparation of technical and financial proposals
- Support in refining Standard Operation Procedures (SOPs)
- Occasional international travel may be required

Your profile

Required

- At least one of the following:
 - Degree in Public Health or comparable field
 - Project Management related certification
- At least 3 years working experience in a similar position
- Proficient English and French (spoken and written). This must include the ability to fluently communicate with the team as well as project partners and the open-source community
- Knowledge in the following fields:
 - Project Management tools and concepts
 - Financial Controlling
 - Preparing structured and clear reports
 - Managing agile Software Development projects

Desirable

- Project management qualification (e.g. PRINCE, SCRUM or similar)
- Experience in international public health projects
- Experience with SORMAS or other digital health tools
- Experience with open-source projects and processes
- Ability to communicate precisely with both partners as well as IT-staff
- Other spoken languages, preferably German

Personal Skills

- Strong organizational and analytical skills
- Team-oriented mentality
- Problem-solving and results-oriented attitude
- Motivated to learn new skills

What we offer

- Opportunity to work in a relevant topic in global health
- Help to provide countries with digital solutions for epidemic prevention and response
- Opportunity to work within a multidisciplinary, multicultural and diverse team
- Remote position, allowing flexible work organization
- Flat hierarchies, fast decision-making processes, 100% digital organization
- 30 days annual leave (for full-time positions)

If we have sparked your interest and you think you are a good match for this position, please send your digital CV and cover letter to jobs@sormas.org

Please include your earliest availability, salary expectations and, if possible, work samples with your application.

The SORMAS Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, gender identity, nationality or disability status.

Place of work:	remote
Type:	part-time (20 hours / week) Option to convert to full-time later, depending on project situation
Duration:	3-years contract with option for extension
Probation period:	6 months
Planned start date:	January 1 st , 2025

Please Note:

In case your permanent place of residence is outside of Germany, employment will be handled through our Employer of Record service provider