

## Job description

### Public Health Project Manager

**Reports to:** Public Health, Advocacy and Communications Director

**Location:** Geneva, Switzerland – no remote working

**Position type:** Full time

**Contract type:** Permanent

**Start date:** 1 October 2025

## About FDI World Dental Federation

FDI World Dental Federation is a Swiss-based not-for-profit organization. It serves as the principal representative body for over one million dentists worldwide. Founded in Paris, France in 1900 it is one of the oldest organizations in the field of dentistry. Its membership includes some 200 national member associations and specialist groups in over 130 countries. FDI is the global voice of the dental profession and works with its member organizations to improve the oral health of people worldwide. It is in official relations with the World Health Organization and works closely with other UN agencies.

## About the position

We are seeking a highly organized and detail-oriented **Public Health Project Manager** with a strategic mindset and a collaborative approach to managing resources and deadlines. This role involves overseeing multiple projects related to oral health, guiding each from initiation to completion, and ensuring objectives, timelines, budgets, and quality standards are met while tracking and evaluating project impact. The Public Health Project Manager will work closely with cross-functional teams, stakeholders, and partners to deliver projects that align with organizational goals and drive measurable improvements in public health.

## Main duties and responsibilities

- Develop comprehensive project plans and ensure their implementation according to defined timelines and budgets.
- Oversee project tasks, milestones, and output development, ensuring progress aligns with the project plan and that deliverables remain on track.
- Ensure that project deliverables meet quality standards and align with the project scope and stakeholder expectations.
- Support the research, creation, writing and design of project outputs.
- Develop briefing documents, manage requests for proposals, and oversee the selection and coordination of external service providers to ensure effective project execution and high-quality project deliverables. This includes coordinating review and editing processes.
- Support the work of one FDI Standing Committee and/or other task teams and working groups as appropriate. Responsibilities include preparing budgets, assisting in the development of policy statements and other resources, and coordinating session forms for the FDI World Dental Congress.
- Organize workshops, online consultations, and webinars as needed, including managing all logistics.
- Maintain regular communication with all stakeholders, providing updates on project progress, changes, and challenges including issues management.
- Support the development, implementation, and evaluation of project communication plans, ensuring the promotion and dissemination of project outputs through all relevant communication channels.
- Develop and implement frameworks for monitoring and evaluating project impact, and regularly report on key metrics.

- Prepare and maintain comprehensive project documentation, including reports, presentations, status updates, budget tracking, and final evaluations. Document lessons learned to support continuous improvement and communicate project outcomes and impact to internal and external stakeholders.
- Support the development of new project proposals.

## Qualifications and skills

- At least three to five years of experience in project management.
- Strong analytical skills, meticulous attention to detail.
- Excellent interpersonal and presentation skills.
- Excellent time management skills and an ability to meet conflicting deadlines under pressure.
- Adaptable to changing priorities and project requirements.
- Excellent oral and written English communications skills (fluency in other language(s) an asset).
- Team worker with a positive, solution-focused approach to work.
- Proficiency in Microsoft Office Suite.
- Willingness to travel.
- Swiss resident or valid permit to work in Switzerland.

## Application process

Interested and qualified candidates with Swiss nationality or a valid permit to work in Switzerland are invited to send their CV and a cover letter/motivation letter in English to: [recruitment@fdiworlddental.org](mailto:recruitment@fdiworlddental.org) by **31 July 2025**.

*Please note that applications without a motivation letter will not be considered. Only candidates selected for interviews will be contacted.*

No recruitment agencies please.