

Viviane Lanier Hughes

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Profile

- Experienced and solution-oriented program manager
- Analytical and participatory approach
- Ability to work efficiently in fast-paced and changing environments
- Excellent communication skills in French and English

Professional Experience

2018- current Independent consultant

VL consulting, worldwide, based in Geneva, Switzerland

- Review, adapt or develop Curriculum Vitae, cover-motivation letters for professional applications. Preparation to job interviews.
- Provide strategic and operational advise for development programs, including proposal writing, operational evaluations and quality reviews of documents in French and English.

2012 - 2018 Fund Portfolio Manager, Western Africa Regional Team, Grant Management

The Global Fund to fight AIDS, Tuberculosis and Malaria, Geneva, Switzerland

- Define strategies and priorities for the assigned portfolio and lead the Country Team specialists (direct and matrix management) to promote operational excellence, consensus based decision-making and accountability.
- Manage grants for the Senegal, two regional HIV proposals (2015-2018) and Niger (2012-2015) portfolios to mitigate the impact of the three diseases, ensuring the provision of grant signing and negotiations, disbursements and renewals at different stages of the grant lifecycle.
- Manage in-country partnerships with government, non-governmental, civil society, private sector and multilateral stakeholders.
- Set priorities for the work of the Local Fund Agent in its capacity of in-country verification and grant management support, as well as ensure proper budgeting and reporting.
- Participate in the definition of the Global Fund Western Africa Regional strategy and act as Officer in Charge on behalf of the Regional Manager.

2011 - 2012 Senior Program Officer, Central Africa Regional Team, Country Programs cluster

The Global Fund to fight AIDS, Tuberculosis and Malaria, Geneva, Switzerland

- Facilitate and coordinate grant management processes for Mali and Niger portfolios at different stages of the grant lifecycle including grant negotiation and signing of grants, renewals, risk management, grant closures and disbursements.
- As part of a Country Team and working closely with the Senior Fund Portfolio Manager, negotiate with Global Fund teams (Monitoring & Evaluation, Finance, Legal and Procurement units) for internal feedback and approval of key grant related decisions and documentation.
- Liaise with Local Fund Agents in the establishment of work-order contracts to ensure timely delivery of reports on products and services delivered.
- Prepare extensive country briefs for Senior Management and coordinate responses from other internal units and external parties.
- Participate actively in cross-functional working groups and contribute to the operation policy development and gap identification.

- 2011** **Project Officer, Quality Assurance and Support Services, Country Programs cluster**
The Global Fund to fight AIDS, Tuberculosis and Malaria, Geneva, Switzerland
- Develop the foundation for cluster-wide internal quality assurance systems for main grant-related deliverables. Promote and comply to defined quality standards.
 - Provide strategic advice and support to the Unit Director for Quality Assurance and Support Services in the establishment of his new Unit and teams.
 - Design and coordinate technical and developmental skills trainings for grant management staff based on best practices identification.

- 2008 - 2011** **Special/Program Assistant to the Director of Country Programs and Western Africa**
The Global Fund to fight AIDS, Tuberculosis and Malaria, Geneva, Switzerland
- Prepare regular technical briefing notes to support the Director during meetings and missions, as well as monitor follow up actions and responses for the Director.
 - Manage special projects such as the harmonization of Country Briefs for Senior Management and lead a budget analysis cross-organizational group.
 - Work with the Director to strengthen communication and time-management processes, and development of tools and systems for the entire division of 300 staff.
 - Supervise the work of two assistants in charge of time scheduling, organization of meetings, travels, events, and administrative duties.

- 2003-2007** **Regulatory Affairs Coordinator**
Merck Serono S.A., IBO/IDM Region, Geneva, Switzerland
- Prepare and gather regulatory documentation, as well as track and follow up on Regulatory submissions and approvals in 50 countries for all product portfolios. Liaise with Ministries of Health and in-country partners to ensure sound and timely registration of pharmaceutical biotech products.
 - Coordinate the translation process for European Union enlargement matters and organize multi-lingual packaging of biotech products.
 - Hire, train and coordinate daily the work of temporary employees.

- 1999 - 2003** **Founding Manager**
Vivtone – Youth and community outreach venture, Colorado Springs, Colorado, USA
- Manage all areas of business including marketing, communications and advertisement, accounting, sales, and negotiation of contracts with local entities such as school districts, private companies and non-profit organizations.
 - Dance and Performing Arts classes and workshops to over 250 youths (Hip Hop, Jazz, Ballet).
 - Coordination of shows and events at community level.

Education

- 2012-2013** **Executive Master in International Negotiation and Policy-Making**
Graduate Institute of International and Development Studies, Geneva, Switzerland
Master thesis: "The Global Fund to fight AIDS, Tuberculosis and Malaria: A tale of organizational re-engineering and its impact on the Fund Portfolio Manager"
- 2009 – 2010** **Bachelor of Arts - International Relations**
University of Business and International Studies, Geneva, Switzerland
- 1997 – 2008** **Associate of Arts**
Pikes Peak Community College, Colorado Springs, USA
- 1991 - 1995** **Maturité & Diploma in Business - Mention Bien**
Ecole de Commerce de Malagnou, Geneva, Switzerland

Further Training

- Maternal Child Health focus certificate, current
- Talent champions - Coaching for Managers workshop, August 2014
- Monitoring & Evaluation Workshop – The Global Fund, Geneva, Switzerland, March 2010
- ECDL Computer certification – Merck Serono, Geneva, Switzerland, June 2006
- Regulatory Affairs – Introduction to EU Regulations – TOPRA, Brussels, October 2005

Languages

- French (mother tongue)
- English (perfectly bilingual)
- German (fluent)

Interests

Travels, sailing, sports, dance, singing and painting