Head of Country Preparedness, 
Access to COVID-19 Tools (ACT) Accelerator

Position: 100%, starting immediately

Location: FIND headquarters are located in Geneva, Switzerland; location of this role is flexible

Reporting to: Chief Access Officer

Job summary:
The ACT-Accelerator, announced by the WHO Director General and world leaders on the 24th of April, seeks to raise $8bn across diagnostics, vaccines and treatment for COVID as part of the global response to the pandemic. These funds will be used to address gaps in the availability of vital COVID tools. The Diagnostics Pillar of ACT-A is jointly co-convened by FIND and the Global Fund to Fight AIDS, Tuberculosis and Malaria. It brings together partners in a shared agenda to ensure the right diagnostic test is available to all who need it by spurring innovation in new diagnostic tests and digital solutions, creating effective and efficient markets, ensuring supply and expanding capacity to deliver tests to communities. Under the leadership of the Chief Access Officer and Director of ACT-Accelerator, the Head of Country Preparedness will lead a team that is responsible for engaging with country-level partners and stakeholders to deliver on ACT-A priorities including laboratory infrastructure strengthening, diagnostics education and training, and operational research to support policy development.

FIND’s ACT-Accelerator team essentially functions as a ‘start-up’ within FIND, and consequently requires a team with an entrepreneurial ‘roll your sleeves up’ attitude to engage in this high-profile work in a fast-moving environment. This position will require the ability to build relationships and manage a complex network of external stakeholders, while also supporting the operations and management of an internal FIND team.

Your responsibilities:
The primary responsibility of this position is to expand FIND’s country preparedness capabilities by leading work contributing to the ACT-A Diagnostics pillar:

- Programme leadership:
  - Develop programme workplans, deliverables, budgets and necessary team structure required to deliver on ACT-A grant objectives with the support of a project manager
  - Produce necessary programme reporting documents and reports in line with existing FIND processes and procedures with the support of a project manager
  - Identify needs and develop job descriptions and relevant contracts for supporting consultants and staff as needed
  - Support the development of additional grant proposals for ACT-A as priorities evolve and the need for resource mobilization continues

- Technical and policy expertise:
  - Ensure quality evidence production by ensuring the best of FIND’s technical and scientific expertise is brought to bear in all in-country efforts
  - Maintain the right balance between standard and customization of technical and research projects, ensuring feasibility of execution whilst contextualizing to local context and priorities
- Remain output driven and ensure that all research and results can rapidly and effectively be translated into actionable policy either through self-publishing or relevant partner organizations

- **External stakeholder management:**
  - Lead the charge to expand FIND’s existing in-country stakeholder networking by deepening existing and establishing novel relationships with academic institutions, healthcare delivery systems, government stakeholders, and policymakers globally, with a focus on low and middle income countries
  - Ensure that external and in-country stakeholder needs are translated into appropriate priorities and deliverables to support ACT-A’s mission and guiding objectives
  - Maintain an inclusive and feedback oriented culture with external stakeholders and partners, appropriately calibrating and identifying solutions to enhance dynamics as needed
  - Serve as the primary point-of-contact and ensure effective communication for the pillar’s country preparedness work including preparation of materials for presentation to senior leaders within FIND and ACT-A including the WHO Hub and ACT-A Principals

- **Internal team communication and dynamics:**
  - Ensure effective communication between external ACT-A partners and internal FIND colleagues, identifying and navigating supporting interdependencies and opportunities as they arise
  - Manage day-to-day priorities, outputs and deliverables of reporting colleagues in line with determined workplan and objectives
  - Act as an coach and mentor to junior colleagues, with a commitment to helping FIND grow and develop colleagues and future leaders

**Education, knowledge, and skill requirements:**

- At least 10 years’ professional experience in the public health or related field with at least 5 years’ experience managing a supporting team of colleagues
- Experience developing, managing, and reporting on a multi-component budget
- Experience working in low or middle income countries is required
- Independent coordination of large multi partner /multi-country projects
- Experience supporting the development and execution of strategy and/or implementation projects with complex stakeholder networks
- Experience working with high-performing experts and leaders-in-the-field
- Understanding the vision/aim in projects and tailoring the organizational path to operationalising it across multiple partners
- Strong analytical (qualitative and quantitative) and communication (written and verbal) skills
- Entrepreneurial mindset, with ability to self-motivate and identify opportunities for team and organizational growth
- A background in management consulting with a top-tier consulting firm may be beneficial
- English fluent
- **Educational requirements:** University degree in a related field such as public health, international development or related sciences

**To apply**

Please mail your motivation letter and CV to hr@finddx.org before 10 December 2020. (But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)

Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.