Associate, Access to COVID-19 Tools (ACT) Accelerator

Position: 100%, starting immediately

Location: Geneva – Switzerland, FIND headquarters (potential for remote work pending applicant and location)

Reporting to: Senior Programme Manager of ACT-A

Job summary
The ACT-Accelerator (ACT-A), announced by the WHO Director General and world leaders on 24 April 2020, seeks to raise $8bn across diagnostics, vaccines, and treatments 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 co-convened by FIND and the Global Fund to Fight AIDS, Tuberculosis and Malaria. It brings together partners around 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 ACT-A Senior Programme Manager, the Associate will work as a key team member within the Secretariat of the ACT-A Diagnostics Pillar, which will be embedded within Pillar working groups. You will also work closely with FIND and ACT-A leadership, as well as a wide range of stakeholders engaged in the Pillar.

FIND’s ACT-A team essentially functions as a ‘start-up’ within FIND, and consequently requires a team with an entrepreneurial ‘roll up your sleeves’ attitude to engage in this high-profile work in a fast-moving environment. This position will entail the identification, structuring, monitoring, and execution of key initiatives aimed at driving effectiveness and efficiency across the Secretariat and the Pillar. The Associate will support operational aspects of the Pillar and delivery of strategic initiatives.

Your responsibilities:
The primary responsibilities of this position are to support the coordination, strategic direction, and deliverables of the ACT-A Diagnostics Pillar working group as follows:

- Effectively identify, structure, monitor, and execute (and in some instances independently manage) key initiatives and deliverables related to the Pillar
- Plan and execute relevant quantitative analyses in support of the Pillar’s objectives
- Synthesize multiple inputs and opinions to generate insights and strategic direction
- Interact with initiative owners to manage interdependencies and effectively address implementation challenges, including within and across working groups
- Prepare materials for presentation to senior leaders within FIND and ACT-A, including the WHO Hub and ACT-A Principals
- Support communication within ACT-A Dx working groups, co-convening organizations, and the wider partnership
- Seek feedback from team members and external stakeholders to share ideas and best practices and continuously improve the Pillar’s shared agenda and delivery process
- Support monitoring of programmatic budgets, risks, and reporting in partnership with FIND and ACT-A grant team

**Education, knowledge, and skill requirements:**
- At least 2 years' professional experience in a related field
- Experience supporting the development and execution of strategy projects with complex stakeholder networks (experience in LMIC desirable, but not essential)
- Strength and independence in executing analytical (qualitative and quantitative) and communication (written and verbal) skills
- A background in management consulting with a top-tier consulting firm may be beneficial
- Entrepreneurial mindset, including ability to work independently, self-motivate, and propose and implement new initiatives
- English fluent
- Educational requirements: University degree in a related field such as public health, development or business administration

**To apply**
Please send your application to hr@finddx.org **by 9 April 2021**. The application must include:

- a complete curriculum vitae
- a motivation letter
- an acknowledgement letter, answering the following questions:
  1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify.
  2. Have you ever been terminated or separated (e.g., contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation, or sexual abuse?
  3. Have you ever resigned while under investigation or during disciplinary proceedings?
- confirmation of the following declaration of understanding:
  4. I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.
  5. I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, of if I am employed, I may be dismissed.

Please note that due to the high volume of applications, **ONLY short-listed candidates will be contacted**.

FIND values diversity among its staff and aims to achieve gender equality both through gender parity at all levels of the organization and promoting a gender dimension in all its work. We welcome applications from women and men, and those with disabilities.

"We, at FIND, believe that diversity makes us better, so please apply with pride in who you are and help us build a more inclusive workplace."

At FIND, excellence and diversity go hand in hand. We are committed to gender equality, including equal compensation, prevention of and protection from sexual harassment, and the safeguarding of our staff and beneficiaries. We also believe that the greater the diversity of backgrounds, cultures, perspectives, skills, and experiences, the greater our impact on global health.

As we serve vulnerable populations in support of their right to health, we demand transparency, open communication, accountability, and integrity on the part of our team and collaborators.

Read more here: [https://www.finddx.org/policies/](https://www.finddx.org/policies/)