Executive Assistant – ACT-Accelerator
1 year contract

Job title: Executive Assistant to ACT-A programme

Reporting to: Director of HR, with dotted line to the Chief Access Officer (CAO)

Short term Position: 1 April 2021 – 31 March 2022

FIND is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in 1) new diagnostic tools, 2) expanded access to these tools and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries (LMICs). FIND has an Access Programme that aims to support rapid translation of global policy into relevant and actionable country plans, enable quality-assured scale-up and use of proven diagnostic solutions, and support the creation of long-lasting, broad diagnostic capacity as the centrepiece of disease control in LMICs. The programme spans across all the diseases that FIND addresses (TB, HIV, HCV, malaria, neglected tropical diseases, AMR & pandemic preparedness, with a particular focus on TB. FIND’s success relies on strong partnerships with all the actors in the IVD R&D and access landscape, from academia and biotech to large pharma/IVD companies, NGOs, local health authorities, etc.

The ACT-Accelerator (ACT-A), announced by the WHO Director General and world leaders in 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 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.

Position objectives
To provide administrative support to the CAO and ACT-A programme, and to act as the focal point to ensure smooth and seamless communications between the CAO and all staff.

Main tasks
Assistant to the CAO
• Manage relationships with senior external stakeholders (calls, correspondence, meetings, visits, etc.)
• Responsible for travel arrangements
• Assist CAO to prepare and edit emails, letters, declarations of interest, presentations, and other documents related to this division
• Liaise with the CEO Executive Assistant for cross-cutting activities and anything relating to Governance
• Assist communication between CAO, executive leadership, and project managers/heads of programmes
• Complete and reconcile expense reports
General administration for ACT-A programme

- Organize overall logistics support for ACT-A meetings, working groups, events, travel, and document gathering
- Interact with ACT-A members as needed
- Liaise with relevant staff presenting at ACT-A meetings to ensure smooth logistics
- Support the administration of requests for proposals and contracts around ACT-A work
- Process invoices
- Draft letters for the programme in coordination with the Global Fund
- Take notes and write minutes when needed

Within the team of administrative assistants, share general administrative load of the organization, provide back-up support within the team during vacations or absence, and contribute to process improvements and toward maintaining a strong and efficient team.

Qualifications

- 3 to 5 years’ experience as administrative assistant in an international environment
- Fluent in English and French, both verbal and written; other languages an advantage
- Strong administrative and IT skills (Word, Excel, PPT, Outlook)
- Ability to work independently
- Integrity and ability to manage confidentiality and stress
- Good organizational and planning skills. Ability to adjust priorities in a fast-moving environment
- Motivated, and able to work in a multicultural environment,
- Good judgment and inter-personnel skills-ability to seize the big picture

To apply:

Please send your application to hr@finddx.org by 3 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?

and acknowledging that you have understood the following:

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, or if I am employed, I may be dismissed.

Please note that due to 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/)