

Executive Assistant to Vice President, Access

Organization:

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision makers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation

For more information about the organization, please visit <http://www.finddx.org/>

Headquarters: Geneva, Switzerland

Regional hubs: India, Kenya, South Africa, Viet Nam

Background:

FIND is a fast-growing, international non-profit organization that has been actively expanding its portfolio across universal health coverage and global health security. The Vice President (VP), Access is responsible for the management of FIND's country offices including the operations, development, and implementation of strategies for enhancing FIND engagement with countries, establishing strategic partnership models to expand FIND operations globally and lead the in-country implementation of access and developmental activities. Internally, the function cuts across the various disease programmes as well as clinical affairs, technology development and impact functions.

FIND's new strategy:

As part of our new strategy, we aim to accelerate global efforts towards universal health coverage and health emergency response. Our strategy seeks to harness the momentum around testing for COVID-19, exploring emerging digital innovations and building on our organization's 20-year experience as a product development partnership focused on diagnosis of tuberculosis (TB), malaria and fever management, hepatitis C, and neglected tropical diseases (NTDs). Our end-to-end alliance model builds on the Access to COVID-19 Tools (ACT) Accelerator framework to maximize impact from innovation to implementation.

In support of universal health coverage (UHC), our goal is to expand primary care testing to combat diseases that disproportionately affect vulnerable populations. Reducing the huge diagnostic gaps in TB, HCV, antenatal screening for both infectious and non-communicable diseases (NCDs), fever, pneumonia and NTDs will save not only lives and livelihoods, but also health system costs, and contribute to global and national disease elimination targets.

To mitigate health emergencies, our goal is to strengthen diagnostic surveillance and response systems to contain outbreaks and improve pandemic preparedness aligned with a

One Health approach. Testing is the first line of defence against outbreaks that are becoming increasingly severe and complex. We are working to address not only recognized epidemic-prone pathogens, such as SARS-CoV-2 and Ebola virus, but also the “silent pandemic” of antimicrobial resistance (AMR) by improving access to AMR testing and surveillance to safeguard drugs and reduce mortality.

Alongside our efforts to serve populations in low- and middle-income countries, we are working to strengthen the diagnostic ecosystem. FIND aims to cement the essential place of diagnostic testing within health systems through political commitments at the highest levels.

Job Location: New Delhi, India

Job description:

The Executive Assistant (EA) will work with FIND’s Vice President, Access, as well as with respective teams and departments to achieve organizational and functional objectives. The EA will provide executive, administrative, and project management support and serve as the primary point of contact for the VP, Access office. The primary responsibilities for this position are as follows:

- Lead the organizing of annual/quarterly strategic planning processes, serving as the bridge between the VP, Access, programme teams and cross-cutting units (Clinical Affairs, Technology Development, Access, and Impact).
- Identify areas where existing processes need to be revamped in the organization, and support strategic projects, , by helping in their planning and execution with intra-organizational staff members
- Oversee strategic cross-functional and organization-wide projects and initiatives; bring together important stakeholders and help drive decisions.
- Assist the VP, Access with a variety of daily administrative tasks
- Manage calendars, schedule meetings, collate and publish agendas for meetings; draft and share minutes of the meetings
- Support in the planning and execution of key organizational events
- Monitor tasks delegated by the VP, Access to ensure that they meet agreed deadlines
- Communicate on behalf of the VP, Access on matters related to meetings and programmatic initiatives as directed
- Draft letters, emails and prepare presentations as needed
- Maintain confidential documents and information
- Any other tasks assigned by the VP, Access

Skills and experience required:

- MBA from Tier I or Tier II institutes
- A minimum of 4–5 years of experience in corporate strategy, project management preferred

- Prior experience in a non-profit and/or in the consulting industry is beneficial but not mandatory
- Ability to effectively coordinate/communicate with internal and external stakeholders and on-site teams
- Ability to problem-solve and multi-task effectively
- Must have excellent communications skills and be proficient in computer applications like Word, Excel, and PowerPoint
- Familiarity with digital tools and virtual meeting platforms to stay connected with teams across multiple locations
- Excellent verbal and written communication skills in English to draft minutes of meetings and other documents

Preferred qualifications:

- Knowledge and experience in public health, particularly diagnostics and frontline health worker programmes
- Experience working in laboratory programmes or in the field of disease diagnosis
- Exposure to software development, testing or implementation would be a plus
- Experience living and working in developing countries

Nature of appointment:

The selected candidate shall be offered a fixed term employment contract.

Compensation offered: FIND India offers a competitive salary and shall be commensurate with the skill and experience of the selected candidate.

Deadline to send your application: 20 December 2021

Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org

Kindly provide the below required information as well:

1. Current CTC
2. Expected CTC
3. Notice period required with the current organization

Due to the high volume of applications, only short-listed candidates will be contacted. (But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)