

TERMS OF REFERENCE

POSITION: Research Assistant

TYPE OF CONTRACT: Fixed-term (0.56 FTE)

KEY INFORMATION:

Reports to	Tim Reed, Executive Director
Line managed by	Gaby Ooms, Research Manager
Location	Amsterdam, The Netherlands
Hours	20 hours/week (0.56 FTE)
Period	5 months, starting 1 February, 2019
Salary	Scale 6/7 on the CAO Sociaal Werk, €2,643 gross/calendar month for 1 FTE at starting date

ABOUT HEALTH ACTION INTERNATIONAL:

Health Action International (HAI) is the only non-governmental organisation that is entirely dedicated to strengthening medicines policy to improve public health. Our staff and global network of independent experts in 70 countries share information and expertise to solve medicines access and use problems around the world. We want all people to receive the right medicine, in the right dose, for the right amount of time, at a price they can afford. We are non-profit, independent and based in Amsterdam with an office in Brussels.

INTRODUCTION

The assistant will support the Research Manager and will be involved in several projects such as International Controlled Essential Medicines (ICEMs), Health Systems Advocacy Partnership (Sexual and Reproductive Health Commodities), Snakebite envenoming and European Policy Projects.

DUTIES

ICEMs

- Take minutes during meetings
- Support organisation of a four-day stakeholder meeting

HSA

- Review and revise research tools
- Data input and cleaning
- Write ethical approval applications
- Support organisation of data collection and analysis training

Snakebite

- Data input and cleaning
- Any other activities that may arise

EU Projects

- Support organisation of activities and meetings
- Support the EU team with Dutch translations
- Attend Dutch NGO network meetings

ORGANISATIONAL POSITION

- The Research Assistant will work in close collaboration with the HAI team in Amsterdam.
- The Research Assistant will be line-managed by Gaby Ooms, Research Manager.
- S/he will report to the HAI Executive Director.

PERSONAL ATTRIBUTES

- Knowledge/understanding of data analysis and medicines is necessary;
- Excellent organisational skills;
- Quick learner with the ability to work under minimum supervision;
- Ability to prioritise work tasks and work to short deadlines;
- Ability to operate within an administratively fast-moving environment;
- Flexible and able to juggle multiple tasks at once;
- Respect HAI values and principles.

QUALIFICATIONS

- Just or almost graduated from University;
- High standard of written and spoken Dutch (native Dutch speaker preferred);
- High standard of written and spoken English. Other European languages are an advantage;
- Be able to start immediately.

CONDITIONS OF EMPLOYMENT

- The position is part-time (20 hours/week = 0.56 fte) for 5 months starting February, 2019;
- The salary will be based on Scale 6, Line 7 of the CAO Sociaal Werk, €2,643 gross/month for 1 FTE at starting date.
- The duty station is Amsterdam.

APPLICATION PROCEDURE

Email your letter of motivation and CV to HAI's office manager, Raquel De Jesús-Wind (raquel@haiweb.org), as soon as possible. A shortlist of applicants will be contacted by email.

Only applicants who are legally entitled to work in the European Union will be considered for this role. HAI is an equal opportunity employer.

Commercial inquiries or job postings for this position are not appreciated and will not be accepted.