

TERMS OF REFERENCE

POSITION: PME Officer

TYPE OF CONTRACT: Fixed Term

KEY INFORMATION:

Reports to:	Tim Reed, Executive Director, Health Action International
Line managed by:	Mieke Bakx, PME Manager, Health Action International
Location:	Amsterdam, The Netherlands
Hours:	32 hours/week (0.889 FTE; 1 FTE is 36 hours)
Period:	One year, starting 1 April 2022
Salary:	Scale 8 in accordance with CAO Sociaal Werk

ABOUT HEALTH ACTION INTERNATIONAL:

Health Action International (HAI) is a non-profit organisation that conducts research and advocacy to advance policies that enable access to medicines and rational medicine use for all people around the world. We pursue advocacy from the patient level up to the highest levels of government through our ‘official relations’ status with the World Health Organization and respected relationship with the European Medicines Agency. To safeguard our objectivity and integrity, we are resolutely independent of the pharmaceutical industry and protect ourselves from all other conflicts of interest.

Our current work encompasses the following areas:

- **Sexual and reproductive health rights (SRHR).** Our work on SRHR contributes to capacity strengthening of civil society actors and health stewards with knowledge, technical skills and tools to develop and implement evidence-based advocacy strategies to shape markets, particularly through multi-stakeholder engagement modelling. We currently work with partners in Burundi, DRC, Kenya, Rwanda, Tanzania and Zambia.
- **European projects.** HAI has a strong European civil society network working on European medicines policy issues. Together, we advocate for transparent and democratic policies that increase access to needed medicines and improve the rational use of medicines.
- **Addressing the Challenge and Constraints of Insulin Sources and Supply (ACCISS) Study.** HAI and our partners led a study to identify the causes of poor availability and high insulin prices, particularly in under-served regions of the world and developed policies and interventions to bring equity in insulin access to low- and middle-income countries. Now in its third phase, the ACCISS Study continues to promote these evidence-based tools at regional and national levels.
- **Improving snakebite prevention and treatment.** Snakebite is an unrecognised global health crisis that, every year, kills approximately 138,000 people and leaves many more with permanent physical and psychological disability. HAI’s snakebite project aims to scale up advocacy and education for the prevention and treatment of snakebite in Kenya and Uganda.
- **Artificial Intelligence and Medicines.** In the context of this programme, we are undertaking training on the impact of AI in healthcare while mapping and engaging with relevant experts and organisations in the field. We are conducting research into AI/ADM’s application in clinical trials design, conduct and interpretation, and its impact on Health Technology Assessment processes.

THE ROLE

The Planning, Monitoring and Evaluation (PME) Officer will be working together with the PME Manager to help develop and implement quality-assured PMEL (Planning, Monitoring, Evaluation and Learning) processes, both within HAI's projects and at an organisational level. Most importantly, they will assist HAI and its partners with the creation of a PMEL framework of its upcoming EuropeAid programme. Existing knowledge and experience of EU rules and regulations for M&E is therefore key. Last, they will be responsible for reporting to donors and (re)applying for funding.

DUTIES

- Optimising PMEL cycles for both HAIs existing projects and organisational strategies.
- Undertake quality PMEL of existing projects and develop or refine tools and methodologies for both existing and upcoming projects.
- Strengthen the capacity of colleagues (both at HAI and at partner organisations) in PMEL topics, this will include extensive travel.
- Support the PME Manager with funding cycles (including locating new funding opportunities).
- Support donor reporting (including MoFA – IATI and EuropeAid).
- Work in close collaboration with the HAI team and project partners for optimal development of funding applications and donor reports, and the monitoring of programmatic progress.
- Other duties at the behest of the Deputy- or Executive Director.
- General administrative duties as required.

ORGANISATIONAL POSITION

- The PME Officer will work in close collaboration with HAI staff located in Amsterdam, as well as partner organisations in a range of countries.
- The PME Officer will be line-managed by the PME Manager.
- The PME Officer will report to the HAI Executive Director.

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- At least three years' experience in PME management and/or donor liaison.
- Master the general principles of effective management, such as prioritising in times of high demand; being pragmatic and realistic; and being politically sensitive.
- Experience with EU reporting.
- Willingness to travel extensively, particularly to the Great Lakes Region, Africa.
- Well-organised and detail-orientated.
- Ability to speak and write fluently in English. French and Dutch is a big plus.
- Previous experience working in the health/medicines field (particularly on pharmaceutical policy analysis) and in a non-profit organisation is an asset.
- Hard-working, collaborative, passionate about making a difference, and committed to HAI's values.
- Employee is, at the start date of the employment, in possession of a valid work permit for the Netherlands, for the duration of the agreement.

CONDITIONS OF EMPLOYMENT

- The position is part-time (32 hours/week), starting on 1 April 2022 (with the possibility of an extension after one year).
- The duty station is Amsterdam.
- Regional, national and international travel will be required.

APPLICATION PROCEDURE

Email your letter of motivation and CV to Raquel De Jesús-Wind (raquel@haiweb.org) by 6 March 2022. A shortlist of applicants will be contacted by email and undergo one interview. Please note that we can only consider applicants who are legally entitled to work in the European Union for this role.

HAI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Commercial inquiries or job postings are not appreciated or accepted regarding this vacancy.