

Health Action International (Global)

Global Projects Coordinator (RUM) - Terms of Reference

Fixed-term contract

Background

HAI is a non-profit, independent, global network of over 200 consumer groups, public interest NGOs, health-care providers, academics and individuals in more than 70 countries, operating from four regional offices (Amsterdam, Colombo, Lima and Nairobi) and HAI Global (Amsterdam). HAI promotes increased access to essential medicines and their rational use, through research excellence and evidence-based advocacy, and works to achieve a world in which all people, particularly the poor and disadvantaged, are able to exercise their human right to health.

HAI is in a position to offer a fixed-term contract for up to three years for the above post commencing in March/April 2008. The remuneration package includes a competitive salary, pension scheme and additional benefits as appropriate.

Selection Procedure

Applicants should submit a current c.v. and covering letter in English indicating their skills, competencies and suitability for the post, according to the terms of reference outlined below. Applications should be received by 29 February 2008 either electronically to tim@haiweb.org, or by post to:

Tim Reed, Director
Health Action International Europe
Jacob van Lennepkade 334T
1053 NJ Amsterdam
The Netherlands

A short list of candidates will be drawn up by the 7th March and successful candidates contacted soon thereafter. Unsuccessful candidate will all be notified in due course.

General

The overall objective of the position is to coordinate the global campaign on the *Rational Use of Medicines* (RUM) including

1. To collate and consolidate national and regional RUM projects from the HAI regions into a coherent global view and conduct advocacy at the global level on the rational use of medicines.
2. To collate and consolidate the regional and national 'pharmaceutical promotion' projects from the HAI regions into a coherent global view, and conduct advocacy at the global level on the promotional activity of the pharmaceutical industry.
3. To manage the publication of the WHO/HAI Promotions Manual (for healthcare and pharmacy students) in pilot institutions, collate feedback and coordinate the editing for a final launch.
4. To liaise with relevant WHO personnel and represent HAI as the civil society partner on the steering committee of the RUM resolution roll-out in Geneva and in the WHO regional offices.

Specific Responsibilities

Specific responsibilities of the position include:

- The HAI regional offices in Africa, Sri Lanka, the Netherlands and Peru have established work programmes in the field of the RUM, but they are of necessity contextualised by the specific country settings in which they operate. It will be the responsibility of the Global Projects Coordinator to liaise with and give technical support to regional and national offices

- Liaise with international and national rational use of medicines experts in the formation of global advocacy strategy contributing to appropriate policy outcomes in line with the WHO RUM resolution (2007)
- Support regional and national RUM research, workshops and civil society capacity building
- A significant part of HAI's contribution to the global RUM debate revolves around unethical and inappropriate promotional activity. It will be the responsibility of the RUM coordinator to coordinate and collate efforts from the region to highlight, measure and observe promotional activities and construct a global campaign against promotional abuses.
- As part of a global RUM strategy, the office holder will be charged with coordinating the roll out of a joint WHO/HAI manual in the promotional strategies of the pharmaceutical industry to medical, healthcare and pharmacy students. The manual is nearing completion in English and Spanish.
- Communicate advocacy activities and outcomes to pricing survey teams and civil society groups in other countries, project members, media and others.
- Identify potential sources of donor funding and draft funding proposals and donor reports.
- Undertake other tasks/projects to assist HAI to meet its goals and objectives.

Organizational position

- The Coordinator Global Projects (RUM) will work in close collaboration with the HAI Global team, and under the supervision of the Director of HAI Global.
- He/she will also work in close collaboration with the project's advisory group.
- He/she will also work in close collaboration with the HAI global network.
- He/she will report to HAI's Global Director.

Personal Attributes

- Proven expertise in RUM, and knowledge of RUM issues, particularly in developing countries
- Experience of and understanding of policy processes, particularly in developing countries
- Both written and spoken English must be of a high standard; must be able to write effectively for a variety of audiences including the ability to motivate others
- Understanding and experience of working with the media
- Able to act in the interests of HAI and to respect HAI values and principles
- Ability to work both on own initiative and as a team member
- Ability to work co-operatively with project members, HAI staff and HAI members and demonstrate an understanding and experience of networking
- Possess an understanding of the general principles of effective management, such as prioritising in times of high demand; being pragmatic and realistic; and being politically sensitive.
- Applicants must be legally able to work in the Netherlands.

Conditions of employment

This position is for up to three years period starting in March/April 2008

This position is for a 36 hour working week (full-time)

The duty office is in Amsterdam; regular and extensive international travel will be required