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HAI Europe Project Officer – Terms of Reference

Fixed-term contract (12 Months)

Key Information

Reports to:	Director of Stichting Health Action International (Stichting HAI)
Line Managed By:	Projects Manager
Location:	Amsterdam with regular travel to Brussels
Staff Benefits:	25 days' annual leave (pro rata according to CAO Wezijn) contributory pension, travel insurance
Hours:	36 hours a week
Start date:	13th February 2012
End date:	12th February 2013
Salary:	CAO point 9/3 (currently max €2718 pcm bruto/gross)

Background

HAI is a non-profit, independent, global network of over 200 consumer groups, public interest NGOs, healthcare providers, academics and individuals in more than 70 countries, operating from four regional offices (Amsterdam, Penang, 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.

General

- The European Project Officer's main role is to assist with HAI Europe's advocacy and campaign work.
- Maintaining HAI's commitments to European campaign work as identified in the annual work plan and/or donor work plan.



Specific Responsibilities

- Primary projects:
 - Trade project (inc. MATH list serve)
 - Research & innovation project
- Secondary projects:
 - Involvement in transparency projects (linking to trade and innovation projects) and contributions to ALTER-EU Steering Committee
 - Contributions to ALTER-Citizens project - I.e. contributing to content for public meeting in NL, meeting with civil society relevant to projects, participating in meetings in Brussels with all partners, blog and twitter posts on ALTER-Citizens site.
- Assisting with the Projects Manager of HAI Europe's advocacy and campaign work programme (in liaison with the HAI Europe's members, HAI Europe staff);
- Assisting with the implementation of funded advocacy and campaigns activities, monitoring those activities, and ensuring that donor requirements are met within agreed timeframes;
- Actively participating in meetings, conferences and in the media on behalf of HAI Europe or identifying appropriate members to represent HAI Europe
- Fundraising & reporting on own projects (i.e. contributions to newsletter, quarterly reports, annual report to members and donor reports);
- Budget oversight of own projects in coordination with other project staff and Director;
- In collaboration with the Director and other project staff, maintain budget oversight of own projects.

Organisational position

- The Project Officer will work in close collaboration with the Projects Manager and other HAI Europe staff.
- The Project Officer will be line-managed by the Projects Manager of the Stichting HAI team.
- He/she will report to the HAI Director.

Personal Attributes

- Able to act in the interests of HAI and to respect HAI values and principles;
- Able to motivate others, have drive and enthusiasm;
- Able to work successfully both individually and as a team member;
- Work cooperatively with HAI staff and HAI members, as well as the HAI Europe Members Association Board;
- Able to communicate effectively with others (orally and in writing), at all relevant levels including the media;
- Masters the general principles of effective management, such as prioritising in times of high demand; being pragmatic and realistic; and being politically sensitive.

Other requirements

- Knowledge of the HAI Europe network is highly desirable;
- Applicants must be legally able to work in the Netherlands and have at least higher education degree preferably either in Pharmaceutical Sciences, Public Health, Health Policy or Political Sciences;
- Both written and spoken English must be of a high standard;

Health Action International (HAI) is an independent, global network, working to increase access to essential medicines and improve their rational use through research excellence and evidence-based advocacy.



- Knowledge of other EU languages is an advantage;
- Knowledge of Dutch is a small advantage;
- Some experience of pharmaceutical policy a great advantage;
- Some experience of networking and lobbying an advantage;

Conditions of employment

- This position is for a twelve month period starting in February 2012.
- This position is for a 36 hour working week.
- The salary will be at CAO point 9/3 (currently max €2718 pcm)
- The duty station is in Amsterdam, some international travel will be required.

Applications: Please submit a cover letter (no more than 1 page) and an updated CV in English to Ms. Rose de Groot: rose@haieurope.org. The deadline for applications is 9th January 2012