

Policy Coordinator – Digital Health Policy Hub

Job Description

UNITE Global Parliamentarians Network to End infectious Diseases seeks to immediately fill the full-time position of Policy Coordinator to lead and monitor its digital health policy hub.

**Please read the offer carefully before submitting your application.
Only valid applications will be considered.**

About UNITE:

UNITE is an independent, non-profit, global network of current and former members of parliament aiming at raising infectious diseases and other global health priorities in the international political agenda. Our global network is divided into 10 Regional Chapters, each chaired by a parliamentarian leading political impact in the region. UNITE seeks to be politically impactful across all major communicable diseases & global health priorities including COVID-19, HIV/AIDS, Tuberculosis, Malaria, Viral Hepatitis, Pandemic Preparedness, Neglected Tropical Diseases or Waterborne Diseases.

UNITE proposes to inform and raise awareness of policymakers in order to help them advocate for better legislation and increased budgets, in the field of infectious diseases. By creating a peer-led network of policymakers, and giving them a platform to communicate and connect, UNITE's members aim at influencing decision-making processes at the international, national and local levels.

Aligned with the UN Sustainable Development Goals, our funding comes exclusively from non-health consumer organizations and our financial auditing is performed by PwC.

More information can be found at <https://www.unitenetwork.org/>

About the Digital Health Policy Hub:

UNITE is developing a policy hub to accompany members of parliament willing to work on digital health transformation towards universal health coverage for all, implement equitable & primary healthcare for all, upholding the UN SDG Agenda by fostering and enhancing political leadership.

The policy hub aims to help tackle current digital health implementation challenges by creating a highly practical team that possesses a strong sense of policy gathering, implementing and monitoring; complemented by intelligence on the ground and led by UNITE members of parliament (MPs).

About the Policy Coordinator role:

The Policy Coordinator will lead the Digital Health Policy Hub. Besides monitoring and heading the activities developed by the hub, the Policy Coordinator is expected to support the strategic vision of UNITE, working together with the organisation's secretariat. The candidate will closely work with UNITE's partners and focal organisations in each target country.

The candidate will ensure the achievement of the expected project's deliverables and advance key political processes to promote digital health as one of the solutions to achieve UHC.

About the tasks performed by the Policy Coordinator:

- Political assessment of target countries in which the Digital Health Policy Hub operates (i.e. monitoring political results, government composition, and legislative proposals in parliament)
- Establishment and engagement of strategic partnerships with global & local stakeholders from different sectors (international organisations, academia, civil society organisations and government agencies)
- Organisation, management and monitoring of activities seeking to build capacity and developed in focal countries (i.e. events, webinars and roundtable discussions)
- Research, production and review of policy recommendations and advocacy materials
- Participation in events and conferences related to global health, digital health, universal health coverage and human rights
- Monitoring of deliverables and outcomes
- Briefing of members of parliament

About the skills needed for the job role:

To qualify for the position, candidates are expected to have:

- **Concluded studies (Masters Qualification or equivalent) in Public Policy, Public Administration, International Relations, Economics, Political Science or Social Service.**
- **At least three years of experience working with, designing or implementing projects on parliamentary affairs, public policy, global health or digital health;**
- **Overall, good communication and networking skills:** you are expected to have regular meetings with partners. You will have to present updates regarding the project and touch upon different topics critical to your daily tasks. In addition, you should be open to listening and consider their insights and comments. Most importantly, you should always be receptive to having your work constructively assessed by partners, donors, and team colleagues.
- **Advanced English language skills – native speaker or A1:** you will be speaking, writing, and participating in events and meetings held in English, with partners from different countries, with different accents and holding different positions in government, civil society organisations and academia. English proficiency is essential, as you will have to choose an adequate tone and vocabulary to communicate with these stakeholders.
- **Experience with working and producing policy reform and advocacy campaigns;**
- **Experience and knowledge in researching and writing about public policy, specifically digital health;**
- **Experience in leading and managing projects;**
- **Advanced skills with Microsoft Office package;**
- **Advanced skills with live streaming and web conferences' software – especially zoom;**
- **Ability to work and manage workflows remotely and in different time zones;**
- **Advanced skills with time management and tasks prioritisation;**
- **Good assessment skills for developing innovative approaches and spotting windows of opportunity;**

It would be a bonus if you:

- Have the desire and motivation to work with key decision-makers, civil society organisations, international organisations and multilateral institutions
- Demonstrate flexibility to juggle between external priorities and internal office project management.

What we offer you:

- Opportunity to work from sunny Lisbon (Portugal) / possibility to work remotely
- A dynamic, collaborative, and international working environment
- Opportunities to travel internationally and represent UNITE in high-level meetings with access to a wide range of contacts and networking opportunities
- Full autonomy, recognition & trust in your new ideas and your life projects

To submit your application, interested candidates should send an e-mail to Lucas Chambel (lucas.chambel@unitenetwork.org) **by the 28th of April. Please follow the guidance below:**

- 1) Your e-mail subject should be **“Application to Digital Health Policy Coordinator”**
- 2) Your e-mail should contain:
 - **Your most updated CV** (written in English)
 - **Cover letter/Letter of motivation:** you should specifically address how your previous experiences add up to the skills necessary for this job position (written in English).
Please include your salary requirements in the cover letter
 - **Two reference contacts** from a previous work experience

Please note that only shortlisted candidates will be contacted. UNITE is located in Lisbon, Portugal.