

Job description

Team PA

Duration	Permanent
Reports to	Business Coordination Executive
Location	London

Background to MedAccess

At MedAccess, we envisage a world where everyone can access the medicines and products they need to lead healthy lives. We are a UK-based social finance company with a mission to make effective healthcare products more accessible and affordable for people living in underserved communities.

To achieve our mission, we use financial tools, such as guarantees and loans, to reduce commercial and financial risks associated with healthcare markets, leading to lower prices, accelerated rollouts and sustainable supply of innovative products. In this way, vaccines, medicines, diagnostic tests and medical devices can reach patients sooner than existing market forces would allow.

Founded in 2017 with initial capital of \$200 million from British International Investment (BII, formerly CDC Group), MedAccess is a business with a social purpose. As the world's first company specialising in guarantees to increase access to healthcare, we are designed to deliver impact with speed, scale and professionalism. We have a not-for-profit mandate, reinvesting any surpluses to maximise positive health impacts.

Our specialist staff combine expertise in global health with financial rigour and commercial acumen, enabling us to achieve transformative impact with high levels of professionalism. We place a premium on collaborative partnerships, particularly with global health organisations such as the Clinton Health Access Initiative, Gavi, the Global Fund, Unitaaid and the World Health Organization.

MedAccess is a UK company governed by an independent board. Our parent company, BII, is the world's oldest development finance institution, with 70 years of experience investing in businesses in Africa and Asia. BII is wholly owned by the UK's Foreign, Commonwealth & Development Office (FCDO) and plays a key role in FCDO's private sector strategy to alleviate poverty.

For further information on MedAccess, please see our website: www.medaccess.org

The role

MedAccess is looking to recruit a dynamic, committed and hardworking Personal Assistant to join the Personal Assistant Team.

The Personal Assistant will primarily be responsible for providing best in class support to our Chief Access Officer as well as supporting the Health Markets and wider MedAccess team.

Key responsibilities:

DIARY & MEETING MANAGEMENT

- ▶ Provide a high standard of administrative support to the Chief Access Officer focusing on extensive diary management, travel, expenses, inbox management and proactive service.
- ▶ Support the team with document formatting and ensure the work generated is delivered on time with high quality outputs.
- ▶ Arrange internal and external meetings and conference calls with multiple participants, prioritising and re-arranging where necessary. Navigating the demands of the team with a professional manner.
- ▶ Liaise with team members to prepare briefing materials and other preparation for key meetings, conferences, overseas travel.
- ▶ Must be confident to use initiative to pre-empt requirements from the Chief Access Officer and Health Markets diary.
- ▶ Must be flexible to work across the organisation with all colleagues when there is increased demand or annual leave.

TRAVEL

- ▶ Schedule complex travel itineraries to Africa, Europe, South Asia and USA for the team including finalising itineraries, booking flights and accommodation, transportation, security and processing visas, consistent with MedAccess' travel policy.
- ▶ Prepare briefing materials for key site visits.
- ▶ Support in processing expense reports for the Chief Access Officer and Health Markets team.

INTEGRAL MEMBER OF THE PA TEAM

- ▶ Communicate appropriately, whilst respecting all cultures, with a wide range of international partners.
- ▶ Promote the MedAccess Team culture and assist developing internal culture.
- ▶ Work together with the other Personal Assistants in MedAccess to provide continuity and mutual cover.
- ▶ Assist with the improvement of existing, and the development of new, online and physical documents.
- ▶ Performing any other appropriate tasks or duties as required when requested by the Senior Management team or the wider team.

Candidate Profile

Background

- ▶ Previous work experience as a PA, particularly around diary management and booking complex travel.
- ▶ A proven track record in supporting senior management team members.
- ▶ Preference for experience in global health or finance background.
- ▶ Demonstrable alignment with MedAccess mandate, mission and values
- ▶ Experience of working independently and across cross-functional teams

Competencies

- ▶ *Articulate:* Excellent written and verbal communication
- ▶ *Collaborative:* High emotional intelligence; ability to collaborate with team and partners, including giving and receiving honest feedback
- ▶ *Impact-driven:* Drive to achieve objectives, and ultimately, development impact
- ▶ *Creative:* Ability to adopt innovative approaches to problem solving
- ▶ *Intellectually Curious:* Personal desire to learn new things and explore new challenges including interest in innovative finance for development
- ▶ *Self-starter:* Independently motivated and comfortable with ambiguity

Technical skills:

- ▶ Excellent organisational skills with the ability to keep track of progress ensuring work is executed on time.
- ▶ Ability to manage and prioritise multiple tasks
- ▶ Outstanding written and verbal communication skills, particularly in memos and presentations
- ▶ Strong attention to detail ensuring high standards of quality
- ▶ Strong Microsoft Office skills and a keen interest in keeping up to date with technology

MedAccess is committed to diversity and inclusion and welcomes all applicants regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or educational background.

Please provide a cover letter with your application

Position opened: 25th July 2022

Position closes: 25th August 2022

Please apply via our online portal:

<https://medaccess.peoplehr.net/Pages/JobBoard/Opening.aspx?v=378c6035-f65c-444b-8d11-1dec9b915050>