

# Job description

## Health Markets Programme Coordinator (Analyst)

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Duration	<b>Two year fixed term contract</b>
Reports to	<b>Chief Access Officer, Health Markets</b>
Location	<b>London, UK</b>

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### Background to MedAccess

We live in a golden age of medical science. But over two billion people can't access the medicines they need, causing preventable illness, disease and death.

We're here to change that.

MedAccess is a social enterprise committed to improving health in more than 90 countries. Our mission is to cut illness and death by speeding up access to lifesaving vaccines, medicines, diagnostics and technologies for people in underserved communities.

We broker and finance agreements – which otherwise wouldn't be made – to bring medical innovations to more people, in more countries, as quickly as possible. In our first five years we have helped to accelerate access to products to tackle HIV, malaria, tuberculosis, syphilis and COVID-19.

We bring financial rigour and commercial acumen to address some of the most pressing global health needs. Using \$200 million capital from British International Investment, our agile team of global health and investment experts shape agreements that lower prices and secure supply of medical products.

We are doers with big dreams, busy trying to change the world. Our team is purpose-driven, inspiring, and innovative. We start from where partners are and work together to get where we need to be. But we're not afraid to go against the grain—in fact, we pride ourselves on our honest and original approach and unconventional thinking.

Our work is underpinned by our five core values:

- ▶ We are mission driven
- ▶ We are humble

- ▶ We are relentless about rigour
- ▶ We build trust
- ▶ We invest in people

MedAccess is independent and not-for-profit, with any operating surpluses invested into developing new agreements to accelerate access to healthcare.

To find out more about our mission, our impact, our values and our innovative finance tools, please visit [www.medaccess.org](http://www.medaccess.org)

### The role

MedAccess is expanding its Health Markets Team (HMT) as part of a long-term growth plan and is currently looking to hire a Health Markets Programme Coordinator on a two year fixed term contract.

Working closely with the Chief Access Officer (CAO) and Health Markets team (HMT), the Programme Coordinator will play a central role in positioning MedAccess for significant long-term impact in global health.

With an agile mindset the Programme Coordinator will be expected to strengthen and maintain strong communication, plan meetings, maintain team knowledge and information systems, develop donor reports, and respond swiftly to other operational, deal, and administrative needs.

### Key responsibilities:

#### **Health Markets Team Support**

- ▶ Meetings: Establish a structure for HMT & Investment Team meetings; coordinate in person staff meetings; prepare meeting materials and presentations
- ▶ Training: Develop, plan and schedule bi-annual HMT trainings and team building events in conjunction with CAO, external trusted partners, and HR; work with colleagues to draft materials and capture action items
- ▶ Folder management: Per MedAccess guidelines monitor and own HMT folder structure, regularly audit and review shared folders
- ▶ Knowledge management: Own pipeline database and deal priorities spreadsheet, ensuring regular updates in conjunction with CAO and HMT colleagues
- ▶ Onboarding: Work closely with HR to ensure all induction materials are relevant and up to date

- ▶ **Support for CAO**
- ▶ Proactive inbox management: Act as a conduit and develop relationships quickly to filter email traffic establishing self as the first point of contact; actively manage the CAO's inbox through prioritisations and actions; draft email Responses and follow ups
- ▶ Diary management: As gatekeeper proactively balance and prioritise meetings, calls and conferences
- ▶ Travel and expense management: Process all expenses, book travel with partner company, arrange visas, develop itineraries, and travel packs
- ▶ Folder management: Proactively audit, organise and manage files
- ▶ Managing relationships: Provide support where required by notetaking and generating notes/ aide memoires from calls
- ▶ Refine and strive to continuously improve HMT core presentations: Conduct research to support updates to pipeline reports; Standardise, update, and improve decks and documents introducing MedAccess to partners and donors
- ▶ Attend internal calls and some deal development calls with partners

### **Grant management**

- ▶ Work with the HMT to draft and proofread quarterly and annual grant reports
- ▶ Maintain calendar of donor reporting and manage/coordinate inputs across teams to assemble donor reports

### **Stretch opportunities**

- ▶ Compile and present analyses, presentations, and reports that summarize global health trends, market developments, and international financing for global health procurement
- ▶ Research and synthesize large quantities of information quickly to aid market intelligence efforts
- ▶ Conduct literature reviews and synthesize information to inform team's decision on new strategic priorities

## **Candidate Profile**

### **Background**

- ▶ Bachelor's or Master's degree in a related field
- ▶ **A minimum of 1 year work experience** in a demanding and fast-paced environment, ideally in the fields of healthcare, global health, international development
- ▶ A demonstrable interest and commitment to global health and knowledge of global health products and health markets

- ▶ Experience travelling to and/or working in low- and middle-income countries, including in Africa, Latin America, or South Asia
- ▶ Demonstrable alignment with MedAccess mandate, mission and values
- ▶ Experience of working independently and across cross-functional teams

### **Competencies**

- ▶ *Organised*: Exceptional planning and organisational skills, ability to multitask and deliver to tight deadlines
- ▶ *Creative*: Ability to adopt innovative approaches to problem solving
- ▶ *Self-starter*: Independently motivated, hungry to take initiative, comfortable with ambiguity and working independently without significant direction
- ▶ *Articulate*: Excellent written and verbal communication
- ▶ *Collaborative*: High emotional intelligence; ability to collaborate with team and partners, including giving and receiving honest feedback
- ▶ *Intellectually Curious*: Personal desire to learn new things and explore new challenges including interest in innovative finance for development
- ▶ *Impact-driven*: Drive to achieve objectives, and ultimately, development impact

### **Technical skills:**

- ▶ *Excellent Microsoft suite skills (including PowerPoint)*
- ▶ *Ability to research and synthesise large amounts of information quickly*
- ▶ *Strong problem-solving and logical structuring skills*

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 and apply via:**

<https://medaccess.peoplehr.net/Pages/JobBoard/Opening.aspx?v=48dc69f1-6eee-4cf8-8489-fad54ce43696>

Position closes: 18 December 2022

Salary: Competitive