



## **JOB DESCRIPTION: PRINCIPAL HEALTH ADVISOR**

Health Partners International (HPI) is a dynamic, mission-driven global consultancy that brings practical experience and international expertise to health systems development and associated health sector transformation in low- and middle-income countries. A partner, consultant and employee owned organization, HPI believes that health systems strengthening and building the capacity of health sector to deliver effective, equitable care is vital for reducing poverty and achieving national and global goals, particularly the Millennium Development Goals. As part of a growing network of independent organisations, HPI is committed to achieving universal coverage through the development of effective, accessible and affordable health care.

HPI is seeking to recruit a Principal Health Advisor who will be responsible for providing technical leadership to support growth in HPI's expanding portfolio of work. Reporting to HPI's managing director, the Advisor will be a member of HPI's management team. Internally s/he will relate closely to HPI's heads of Business Development, Finance and Programmes; through HPI's network, relate to a range of partner and collaborating organisations; and, represent HPI and its interests in range of national and international settings. The successful candidate will both negotiate articulation of a vision for the technical aspects of corporate development and be willing to roll up their sleeves to translate that vision into in-country, on the ground programming.

### **PRIMARY RESPONSIBILITIES**

The Advisor is responsible for providing HPI's technical leadership and strategic council to its Managing Director. Working as a key member of HPI's management team, s/he will be responsible for provision of proactive and reactive advice and guidance on technical matters related to development organisational strategy and its delivery; development and delivery of new tenders and projects; development and quality assurance of communications and communications' collateral; and provision of hands-on support for key projects and activities. S/he will be one of HPI's principal ambassadors, representing the agency with clients and donors, partner agencies and individual partners, and participating in relevant scientific and policy fora on a regular basis.

Although this is permanent post, it is expected that the Advisor will spend approximately 20 percent of their time on fee-paying work during their first year, with an increase to 50 percent or more in their second year. Fee-paying work will consist of technical assignments and consultancies, service on programme advisory and management boards, and related activities. The post is expected to entail approximately 40 percent international travel, with the Advisor expected to spend a minimum of five days a month in HPI's office in Lewes.

### **SPECIFIC RESPONSIBILITIES**

#### **Leading Technical Development**

- Advise on HPI's technical direction in the health sector and contribute to the development of organisational strategies, quality assuring our technical work
- Work with HPI Partners, the Board, other core consultants and its central office team to mobilise and further develop HPI's technical capacity, including development of in-house technical capacity
- Contribute to the development of HPI technical approaches and quality assuring and providing write-ups, discussion papers, website materials and other documentation

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- Represent HPI with DFID and other donors; on programme management boards and technical advisory committees; and, in technical discussions with consortium partners and with other organisations.
  - Identify suitable technical capacity that can contribute to HPI's programmes and assignments.
  - Strengthen the links and build the skills, knowledge and capability of HPI's partners, staff and consultants in the area of public health.
  - Support the Head of Programmes in ensuring QA for our long-term programmes.

### **Supporting Business Development**

- Collaborate with HPI's Head of Business Development to identify and track new opportunities, to position Health Partners International (HPI) to be invited for tender, and to develop and maintain relationships with collaborating organisations.
  - Ensure Expressions of Interest, Pre-Qualifications and full tenders are of a high technical standard. This includes providing advice on: technical approach and methodology for projects and programmes; consultants to put forward and contracting; and drafting technical sections of tender documents and take part in tendering presentations.

### **Carrying out technical assignments and consultancies for HPI**

- The Health Advisor will undertake technical assignments and consultancies as part of HPI projects and programmes and on individual assignments or projects HPI does not lead.

## **PERSON SPECIFICATION**

### **Temperament and aspiration**

As a mission-driven consultancy, HPI is committed to a core set of values, which entails both the aspiration of health equity and the entrepreneurial zeal requisite for HPI to realize its potential contribution to health development in practice. The successful candidate will be equally comfortable working as a leader or team member, taking charge or taking a brief. S/he will have vision, but will be practical.

### **Required Qualifications**

Medical qualification (MBBS, MBCh, or MD, *et al.*) and public health or related post-graduate qualification (MPH, MHS, *et al.*);

### **Required experience**

At least 10 years' relevant experience working in health and health systems in low and middle income countries including Africa; significant experience as a consultant, negotiating and working to a Terms of Reference to client satisfaction;

### **Required skills**

Expertise with major trends in health sector policy and development assistance; superior policy analytic and programme planning skills; strong practical grasp of health systems strengthening; the logic and analytic prowess requisite for developing coherence from goal through objectives and strategies through activities; the project managing skills requisite for effective project cycle delivery, including the data and information management skills requisite to validate progression with internal as well as external stakeholders; outstanding communications skills, able to tailor speech or prose to the context of diverse audiences from Ministry to village health workers; proficiency with MS Office programmes, particularly Excel;

**Desired skills and experience**

Fluency in French, Portuguese and/or Spanish; proficiency with MS Project; proficiency with data management/statistical analysis software; a track record of publication in peer-reviewed journals.

**Salary:** £60-65,000 range, with competitive package including retirement, equity, and performance-based remuneration

**Start date:** 30 July 2010; negotiable

**Deadline for submissions:** 15 July, 2010

**Apply by CV and Covering Letter to:** [recruitment@healthpartners-int.co.uk](mailto:recruitment@healthpartners-int.co.uk)