

About the position: Project Associate

Responsibilities

1. Plan and execute projects at HIU
 - Develop workplans and strategic approach in consultation with HIU Head/Manager
 - Collaborate, engage and coordinate with relevant groups to complete projects at HIU successfully
 - Plan and manage finances related to project
 - Conduct country and/or study visits and other activities as required
2. Participate in and/or lead meetings related to relevant work and activities
3. Provide support on HTA and/or health systems
 - Understand the foundation and underlying processes of the topic of interest
 - Deliver trainings on HTA or health systems
 - Work closely with partners to prepare proposals, conduct analyses, write reports, and relevant outputs
 - Communicate and present findings of technical topics effectively to a variety of audiences in a clear manner
4. Organise and facilitate country and/or study visits
 - Plan for the visit to identify the scope and objectives, develop the agenda for the visit and identify persons involved
 - Estimate the budget requirements and manage finances for the visit
 - Coordinate with internal and external teams to plan for the visit
 - Carry out logistical tasks such as travel packs, booking of flights and accommodation
 - Complete relevant outputs from the visit such as reports, blogs and manuscripts in a timely manner
 - Conduct an After-Action Review (AAR) to reflect on and learn from the experience of organising the visit
 - Facilitate the communication of the visit with internal and external partners
5. Support monitoring and evaluation activities and contribute to reporting on activities
6. Contribute to knowledge transfer and communications activities
7. Develop productive relationships and promote collaboration to achieve the team's objectives
8. Work effectively as a member and representative of the team
9. Maintain flexibility to work on a range of assignments, take initiative and adapt to changing requirements and priorities
10. Travel to carry out activities related to projects
11. Communicate effectively with internal and external partners
12. Uphold the values and principles of the unit and organisation

13. Support completion of other tasks and duties as required

Requirements

- Bachelor or Master's degree in Global Health, Public Health, Health Economics, Economics or related field
- Strong interest in working in the above fields and in low- and middle-income countries
- High proficiency in communication in written and spoken English
- Demonstrated ability to management time and the ability to prioritize tasks, including organized and systematic approach to plan and deliver work
- Ability to work effectively both independently and as part of a team
- Working knowledge of Microsoft office packages, particularly Word, Excel, and PowerPoint
- Ability and willingness to travel internationally