

Vacancy

Legal Counsel

located in Amsterdam, 32 - 40 hours a week

The PharmAccess Group

The PharmAccess Group is a dynamic international organization with a digital agenda dedicated to connecting more people to better healthcare in sub-Saharan Africa. The unprecedented rise of mobile technology is transforming sub-Saharan African economies. The PharmAccess Group believes that digitalization has the potential to revolutionize healthcare in Africa. We focus on innovations to serve patients and doctors through mobile technology, loans to doctors, health insurance, clinical standards and impact research. We work closely with leading local and international partners to leverage donor contributions to increase trust throughout the health system, reduce risks, and pave the way for investments. Our specific approach to development attracts international attention, including a G20 prize for innovative financing presented by President Obama and two Financial Times/IFC essay awards.

The Position

If you are interested in working at the forefront of digital health and development, in a dynamic international, multidisciplinary environment, PharmAccess may be the place for you. We are currently recruiting a Legal Counsel. As Legal Counsel you will provide legal support to the organization. In this role you will balance legal requirements with operational considerations. You will have the responsibility for the review of proposals, monitoring (compliance with) contract obligations in our projects, drawing up first draft contracts, managing the document management system, taking minutes at relevant (board) meetings and providing advice on issues around oversight and governance. You will report to the Company Secretary. As Legal Counsel you will work closely together with the Project Management Office (PMO). The PMO has been set-up with the overall aim to provide management a clear overview of progress of the entire project portfolio, improving quality of processes and ensuring identification and reporting of potential challenges and risks on time. The PMO is the information hub for projects and involves reporting, quality assurance, information management, financial tracking, risk management, change control and knowledge management. It will continue to expand its focus in terms of being a strategic partner for both the businesses and executive management.

Key tasks include:

- Drafting, monitoring and managing different type of legal documents; contracts, agreements and other legal documents
- Legal advice, e.g. corporate governance, compliance, data protection, privacy and security;
- Providing research and analysis for a variety of compliance and legal matters and to help ensure compliance within projects;
- Policy management (e.g. data policy, IT policy, HR policy, CoC)
- In close collaboration with Company Secretary facilitate Supervisory Board meetings & committee meetings;
- Providing reports as required, preparing compliance materials and presentations;

Qualifications & Requirements

- A relevant degree, e.g. Bachelor of Laws, and at least 7 years of experience in a relevant setting;
- Experience in legal corporate finance and data privacy is preferred;
- Affinity with the goals and the field of activity of our organization;
- Excellent client service and interpersonal skills;
- Resourceful, proactive, assertive, detail-oriented and energetic;
- Self-starter, high level of motivation, ability to work independently;
- High level of integrity and discretion;
- Ability to adapt to changing responsibilities and multiple assignments;
- Ability to work well under pressure and with tight time constraints;
- Proven ability to make effective decisions and solve problems;
- Excellent verbal and written communication skills in English and Dutch;
- Ability to operate strategically in a complex setting with various stakeholders;
- Must have unrestricted work authorization to work in the Netherlands.

PharmAccess offers

PharmAccess offers an excellent job opportunity in a dynamic international environment with solid working conditions and a branch conform salary. The position of Grant Development Officer is a fulltime position for an initial period of one year with the intention to extend the contract. PharmAccess has a fulltime workweek of 40 hours, a collective pension scheme and a collective health insurance. We offer 25 vacation days a year based on a fulltime employment agreement.

How to apply

Interested candidates can apply by filling out the application form on our recruitment page: <http://webapp.pharmaccess.org/hrdoc>. The deadline for application for this position is 21 May 2018. For more information, contact our HR Manager Vincent Telling by mail: v.telling@pharmaccess.org, phone: +31(0)202103920 or see www.pharmaccess.org.