

Vacancy

Personal Assistant

Fulltime – based in Amsterdam

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

To support the CEO and the head of our Project Management Office we seek an experienced and internationally orientated Personal Assistant. You are able to assist the CEO as much as possible and keep her fully informed by monitoring and following up progress and prioritizing day-to-day business. You will be responsible for scheduling agenda's and ensuring she is well prepared for meetings. The job has a strongly confidential character and a great sense of integrity is therefore required.

Key responsibilities include:

- Organizing and maintaining agenda's and making appointments;
- Dealing with incoming email;
- Devising and maintaining office systems, including data management and filing of project documentation (e.g. contracts, reports, letters);
- Managing the overall PharmAccess Group agenda (e.g. keeping track of reporting dates and important meetings)
- Preparing quarterly PharmAccess Group Supervisory Board meeting and committee meetings;
- Meeting and greeting visitors at all levels of seniority;
- Performing miscellaneous job-related duties.

Qualifications & Requirements

- A relevant degree (Dutch HBO or higher);
- A minimum of 5 years' experience in a similar position;
- Accurate and service minded;
- Energetic and enthusiastic, flexible and able to think out of the box, a problem solver;
- A skillful communicator, a team player, and able to cope well in a demanding organization;
- A high degree of organizational sensitivity and ability to operate strategically in a complex political setting;
- Hands-on and receptive mentality;
- Native Dutch speaker with a good command of verbal and written English;
- Excellent knowledge of MS Office and MS-Outlook.

PharmAccess offers

PharmAccess offers an excellent job opportunity in a dynamic international environment with solid terms and conditions in accordance with sector standards. PharmAccess has a fulltime workweek of 40 hours, 25 days leave annually, an attractive collective pension plan and a very comprehensive collective health insurance scheme.

How to apply

Suitable candidates can apply by filling out their details on our recruitment page: <http://webapp.pharmaccess.org/hrdoc>. The deadline for application for this position is **31 May 2018**. For more information, please see www.pharmaccess.org or contact our HR Manager Vincent Telling at +31 (0)20 5667158.