

Vacancy Legal Officer

based in Amsterdam, 32 - 40 hours per week

Are you interested in working at the forefront of **health and development**, in a **dynamic, innovative, international, expert environment**? PharmAccess may be the place for you!

PharmAccess believes in doing healthcare better, especially for those who find themselves excluded. With a focus on sub-Saharan Africa, we connect people to quality care. We aim to be an innovator and catalyst for practical changes that can be scaled up and improve how healthcare markets function. This is key to advancing a number of the Sustainable Development Goal's, in particular the targets relating to the realization of Universal Health Coverage.

The Position

As Legal Officer you will provide legal support to the organization. In this role you will balance legal requirements with operational considerations. You will have the responsibility to draw up and review contracts, monitor (compliance with) contract obligations, advise on issues concerning governance, prepare presentations and take minutes at relevant (board) meetings. You will report to the Company Secretary. As Legal Officer you will work closely together with the Project Management Office (PMO). The PMO has been set-up with the overall aim to provide the business and executive management with 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.

Key tasks include:

- Drafting, monitoring and managing different types of legal documents and agreements;
- Legal advice, e.g. corporate governance, data protection, privacy and intellectual property;
- Keeping oversight to help ensure compliance with donor requirements and project objectives;
- Policy management (e.g. Data Policy, HR policy, Code of Conduct, etc.);
- Facilitate Supervisory Board meetings & committee meetings;

Qualifications & requirements:

- A relevant law degree and at least 3-5 years of experience in a relevant setting;
- Ability to work well under pressure and quickly adapt to changing responsibilities;
- Ability to operate strategically in a complex setting with various stakeholders;
- Proven ability to independently make effective decisions and solve problems;
- Highly motivated, resourceful, proactive, assertive and detail-oriented;
- Excellent verbal and written communication skills in Dutch and English;
- Must have unrestricted work authorization to work in the Netherlands.

Our offer

PharmAccess offers an excellent job opportunity with solid working conditions and a branch conform salary. The position of Legal Officer is 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 collective health insurance. We offer 25 vacation days a year based on a fulltime employment agreement.

About PharmAccess Group Foundation

With headquarters in Amsterdam and most of its staff based in four country offices across sub-Saharan Africa, PharmAccess is an international NGO with a history of reimagining what is possible. We challenge the notion that exclusion from healthcare is an inevitable consequence of living in poorer countries and identify the opportunities and partners – both private and public, needed to bring about transformation.

This approach was instilled by our founder Dr Joep Lange, a world leading aids researcher who went against the status quo in 2001 when he proved that working with the private sector could play a critical role in delivering life-saving antiretroviral therapy for HIV/AIDS treatment in Africa. PharmAccess has since evolved to embrace other opportunities for healthcare for all, with a particular focus on what the digital revolution can deliver.

Initiatives such as **SafeCare** equip healthcare providers with clinical standards for quality improvement that investors and patients can trust. The **Medical Credit Fund** drives more money into the system - it offers loans to clinics to stimulate growth and encourage new ways of financing healthcare. We use **innovative digital health platforms** to make healthcare affordable and accessible for everyone via even the most basic mobile phone. For governments, donors, healthcare providers and insurers looking to reach more people, the mobile platform **M-TIBA** operates as a sophisticated channel for financing and valuable health data. We work on improving the whole health system so that everyone has access to care when they need it, not just when they can afford it.

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 **5 June 2019**. For more information, contact our HR Manager Vincent Telling by mail: v.telling@pharmaccess.org, phone: +31(0)202103920 or see www.pharmaccess.org.