

## Vacancy

### Assistant to CEO /PMO Support

Fulltime – based in Amsterdam

#### About PharmAccess

PharmAccess is a dynamic international NGO that believes in doing healthcare better. Focusing on sub-Saharan Africa, we work to improve healthcare markets so they deliver for all so people can access better care, live healthier lives, and reach their full potential. With headquarters in Amsterdam and most of its staff based in four country offices across 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 means mobilizing private and public resources, measuring and improving quality of services, and reaching even the most excluded people with financing options to pay for care.

#### 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 application deadline is Friday 13<sup>th</sup> of September. For more information, please see [www.pharmaccess.org](http://www.pharmaccess.org) or contact our HR Manager Vincent Telling at +31 (0)20 5667158.