

## Vacancy

### Company Secretary

Fulltime - based in Amsterdam

#### The PharmAccess Group

PharmAccess believes in doing healthcare better, especially for those who find themselves excluded. We are an innovator and catalyst for practical changes that can be scaled up and improve how healthcare market's function. This is key to advancing the achievement of the Sustainable Development Goals, in particular the targets relating to the realization of Universal Health Coverage. We do this by mobilizing public and private resources for the benefit of doctors and patients through health insurance, digital and mobile health innovations, loans to health care providers (Medical Credit Fund), clinical standards and quality improvement (SafeCare), as well as impact research and advocacy. The further digitalization of health care, leading to more transparency, accountability and ownership of beneficiaries is a key opportunity for PharmAccess to scale up interventions and improve the access to care in the countries we operate. Our work focusses on sub-Saharan Africa, with our head office in Amsterdam and country offices in Kenya, Tanzania, Ghana, and Nigeria.

#### The Position

Are you an energetic, highly accurate person with a hands-on and pragmatic mentality? Do you want to make an impact in the world and are you in possession of a Master of Law? PharmAccess might be the place for you!

To join our management team in Amsterdam, PharmAccess Foundation is currently recruiting a **Company Secretary**. The position will lead a core team of three ambitious colleagues that are responsible for legal and organizational matters such as governance, policy management, (data) compliance, risk management and contract management. As Company Secretary you will be a valued member of this team bringing your own expertise to the table, working together with our management and business lines in Amsterdam and the country offices.

#### Your responsibilities

- Secretary to the Supervisory Board and its Committees
  - Support the company in ensuring the board functions efficiently and effectively
  - Preparation and involvement in the content development and implementation of management and Supervisory Board meetings
  - Facilitate good communication between the Executive Board, Supervisory Board, and its committees
- Ensure the governance, legal matters, policies, and organizational processes facilitate an innovative, agile working environment
- Management of corporate legal administration and compliance
- Provide advice on governance and legal matters regarding the company

- In close collaboration with legal counsel
  - policy management (e.g. data policy, IT policy, HR policy)
  - compliance/ risk management (e.g. maintain risk register, oversee implementation of risk register)
  - drafting and reviewing of all contracts
  - ensure GDPR compliance and all matters related to data and software security and privacy
- Work with the directory strategy on the embedding of our gender policy, ensuring that our working environment as well as the programs and products we implement are inclusive and support gender equality
- Work with the CEO and Group Leadership Team in project management related activities such as:
  - content and implementation of internal progress update meetings
  - preparation of Quarterly Progress report to Supervisory Board
  - quarterly review meeting of the innovation portfolio, ensure content is prepared and decisions are clearly communicated to the relevant business lines and country offices
- Work with the CEO to manage governance and compliance matters with our main donors, most importantly the Dutch ministry of foreign affairs, and tech partner CarePay
- Support in due diligence work for new donors
- Keeping corporate records and legal entities database up to date
- Filing of corporate documentation and maintaining up-to-date company information in database ensuring compliance

### Who are we looking for?

We are looking for a candidate with a pragmatic and flexible approach and is eager to make an impact in the world.

#### Qualifications:

- Bachelor's or master's degree in a relevant business discipline (e.g. legal, administrative), combined with strong knowledge of compliance, risk management and project management
- At least 5 years' compliance related work experience
- Organizational, project management skills
- Reliable and flexible, willing to go the extra mile to get a job done, highly motivated
- Pro-active and results-oriented
- Excellent verbal and written communication skills in English and Dutch
- Critical thinking skills
- Informal personality, open and hands on attitude
- Team player
- Consistency, attention to details, accuracy
- You are an EU citizen (due to working permit regulations)

### PharmAccess offers

PharmAccess offers an excellent job opportunity in a dynamic international environment with solid working conditions and a branch conform salary. The position is for the 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

Suitable candidates are motivated to directly apply by sending us their resume and motivation letter to [recruitment@pharmaccess.org](mailto:recruitment@pharmaccess.org). The deadline for application for this position is **15 February 2022**. For more information about our organization please visit [www.pharmaccess.org](http://www.pharmaccess.org) or you can contact Vincent Telling, HR Manager at [v.telling@pharmaccess.org](mailto:v.telling@pharmaccess.org).