

Vacancy

**Project Officer – Health Plans & Digital Innovations**

Fulltime based in Lagos

**The PharmAccess Group**

The PharmAccess Group is dedicated to improving access to better health care for people in sub-Saharan Africa. It mobilizes public and private resources for the benefit of doctors and patients through health insurance, digital health innovations, loans to healthcare providers, clinical standards, and impact research. Working through public-private partnerships, we leverage donor funds to increase trust in the health system, and reduce risks and transaction costs, paving the way for private investments. Our innovative approach to development has helped shape the agenda for health financing and delivery, as evidenced by recognition from the UN, the G20, the World Economic Forum, the OECD, and the Financial Times/IFC award.

**Background**

PharmAccess Foundation's Health Plans and Digital Innovations Unit seeks to develop and optimize risk pools in healthcare financing, enabled by digital technology, and support the momentum of achieving universal health coverage (UHC). The Digital Innovations sub-unit supports the actualization of the department's goals and objectives. Following the increase in projects and programs being supported by the department, there is a need for a Project Assistant to handle the project administrative activities for the department.

**The Position**

PharmAccess wishes to hire a Project Assistant for its Health Plans & Digital Innovations department. The candidate will bring his/her technical expertise to support and manage projects; participate in the development, execution, monitoring, and reporting of activities for projects as assigned by PharmAccess.

**Scope of Work**

The candidate will be expected to provide the following:

1. Working with the Health Plans Team - To develop, plan, execute, and monitor activities for projects as assigned, and deliver the pre-agreed outputs of project activities.
2. Data collection, analysis, and progress reporting of project activities.
3. Surveys to collect information on the perception of participating stakeholders.
4. Publication of the project activities in collaboration with the Health Plans/Communications and Advocacy team.
5. Support the health innovations team to analyze the result of and evaluate past project activities already concluded.
6. As there need arises, perform project management activities
7. Other responsibilities as may be defined by the Director of Health Plans.

**Qualification and Requirements**

1. An individual with:
  - a. Proven track record in providing project management expertise and supporting project outcomes.
  - b. Relevant experience working with an international non-profit organization on health financing and innovative health projects.
  - c. Skilled in reporting, project planning, and stakeholder engagement.

- d. Graduate degree in Public Health, Health Financing, Health Administration/Management or in a relevant discipline.
  - e. Excellent interpersonal and communication skills, including remote communication and project coordination and monitoring.
2. The candidate would be expected to work in a team consisting of different individuals for the domain expertise areas delineated above:
- The candidate is expected to demonstrate an appreciable level of flexibility in project implementation
  - Will be required to coordinate other third-party service providers working on the same workstream
  - Travel within Nigeria may be required from time to time for the project duration.

#### **How to Apply**

To apply for the position, please submit the following documents:

1. A one-page cover letter describing why you are interested in the position and why you are the ideal candidate for the position.
2. Your detailed CV.

Send your application documents via email to [vacancies@pharmaccess-ng.org](mailto:vacancies@pharmaccess-ng.org) with 'Project Officer – Health Plans & Digital Innovations' as the subject line. Application deadline is August 26, 2022. Only shortlisted candidates will be contacted.