

Job description Policy Manager

Policy Manager, located in the CEO's office

Location: Oslo, Norway

Application deadline: November 20, 2017

Questions regarding this position may be directed to Astrid Helgeland (Astrid.Helgeland@cepi.net).

Objectives: Develop and deliver high quality global policy and position documents for CEPI to add maximum value to the CEPI mission; advise the CEPI leadership on policy developments and liaise with internal and external stakeholders on policy-related questions. The Policy manager reports to the director and the deputy director.

Accountabilities:

- Development of policies and/or position statements for CEPI's main activities, in collaboration with CEPI staff and external advisers
- Coordination with internal and external stakeholders to develop and implement policies and to respond to developments in partnering organizations and among coalition partners
- Developing and maintaining the relationship with external stakeholders, including governance bodies, the Joint Coordination Group, WHO, Gavi, MSF, industry partners, affected countries and others.
- Act as an advisor to senior management and employees on all issues related to CEPI policies and positions.
- Support the compliance officer in establishing an accountability and compliance framework for the implementation of CEPI policies
- Update of CEPI's business plan, building on the preliminary plan, previous board decisions and updated analyses. This will be a significant part of the job for the first six months in 2018, and with regular updates later on.
- Cooperation with the communications director on formulating policy related positions and ensuring that CEPI's message is consistent
- Horizon scanning for changes in the global health landscape that affect CEPI's mission

Education, Experience, Knowledge, and Skills

- PhD in a relevant discipline
- Work experience as executive advisor
- International work experience
- High proficiency in spoken and written English, additional languages are an asset
- Strong analytical skills, and ability to write clearly and concisely
- Proven track record of strategy development within global health
- In-depth understanding of global health, preferably also related to EIDs
- a high level of personal integrity
- willingness to take on responsibility, with a proactive, hands-on and service oriented mindset
- Strong interpersonal skills, team player with the ability to work in different cultural environments

Travel requirements: Some travel required

Salary: Competitive