

Operations Associate, Primary Health Care Performance Initiative

Overview

The Primary Health Care Performance Initiative (PHCPI) is a partnership of the Bill & Melinda Gates Foundation, the World Bank Group, the World Health Organization, and UNICEF, with Ariadne Labs and Results for Development as technical partners.

PHCPI works to transform the global state of primary health care, beginning with better measurement. The initiative brings together country policymakers, health system managers, practitioners, advocates and other development partners to catalyze improvements in primary health care in low- and middle-income countries.

Population Action International, based in Washington, DC, is the host organization for the PHCPI Secretariat. This position is currently 100% remote due to COVID-19, but would normally be based in DC. However, we are open to applicants based elsewhere, with DC and Boston highly preferred. Applicants must be authorized to live and work in the U.S.

For additional information, please visit improvingphc.org.

Position Summary

The Operations Associate will be an integral part of the PHCPI Secretariat, a central team devoted to ensuring the achievement of the Initiative's goals and coordinating the activities of the PHCPI partners.

This is an exciting opportunity to help develop innovative, data-driven solutions to pressing global development challenges and to work with global health professionals on the cutting edge of the field in a unique collaboration.

The Operations Associate will play an important role in overall project management for PHCPI. Day-to-day responsibilities will include:

- Providing administrative and logistical support to the PHCPI Secretariat, including managing communications between the Secretariat and partners.
- Assisting with PHCPI meeting and event logistics in the US and (eventually) overseas, including scheduling, planning, and securing locations for convenings, managing invitations and arranging for participant travel, preparing agendas and materials, taking and circulating notes, and following up on action items and commitments made.
- While travel restrictions are in place, the Operation Associate will support the execution of virtual events, including the identification and utilization of appropriate telecommunications solutions.
- Maintaining initiative-wide knowledge management platforms, ensuring key program documentation is kept up-to-date and accessible to the entire partnership.

- Managing a partnership-wide calendar for events and meetings and maintaining schedules and distribution lists for routine partnership and working group meetings
- Liaising between the Bill & Melinda Gates Foundation, PAI, and PHCPI's subgrantees to ensure compliance and alignment with grant deliverables and expectations. This includes managing routine grant reporting processes.
- Completing routine finance and administration forms; drafting, processing, and managing contracts and invoices with external partners; expense tracking and budget monitoring and forecasting; and implementing and monitoring administrative systems for the partnership.
- Assisting in the development and preparation of reports, technical materials and presentations for use in PHCPI meetings and events.
- Owning PHCPI's project management processes, collecting information from across the partnership to track project activities and communicating progress and deadlines back out to the initiative.
- Supporting PHCPI's social media presence and publication of the initiative's blog, *Primary Sources*; managing routine website content updates
- Managing PHCPI's contact database and responding to general inquiries

Qualifications

- Degree (B.A. minimum) in global health or development studies, public policy, economics, foreign policy, pre-med, nursing, business, non-profit administration, or a related field.
- Demonstrated project management skills and exacting attention to detail.
- Demonstrated interest in and knowledge of global health landscape, especially primary health care; experience living/working in a lower- or middle-income country desirable.
- Strong organizational and communication skills, including fluent command of written and spoken English.
- Impeccable people skills; calm, diplomatic demeanor; creative, problem-solving attitude; and ability to work confidently with colleagues and partners at all levels.
- Strong proficiency with technology (MS Office Suite, databases, basic Web publishing, common social media platforms, project management software) and ability to manage complex spreadsheets and create compelling presentation decks. Experience with Smartsheet a plus.
- Demonstrated experience managing budgets, including budget creation, expense tracking, budget analysis and forecasting, and detailed budget reporting.
- Ability to juggle multiple tasks, flexibility, and a teamwork orientation.
- Authorized to live and work in the U.S.

PAI, which hosts the PHCPI Secretariat, believes it is strengthened by the diversity of its staff, and welcomes such diversity, including race, gender identity or expression, sexual orientation, age, educational attainment, disability, and veteran status. PAI welcomes applications from people of all cultures, backgrounds and experiences, and strongly encourages people of color and persons with disabilities to apply. PAI actively cultivates an institutional culture that reflects the values of respect,



equity and inclusion that it seeks to amplify in its work. PAI offers a flexible workplace and a competitive benefits package.

Salary Range: \$53,000-\$63,000/year

PAI offers a comprehensive benefits package that includes health, dental and vision care, direct contribution 403(b) retirement plan, flexible spending account, tuition reimbursement and personal professional development funds. PAI observes all federal holidays and employees receive 12 days medical leave per year, 19 days of vacation leave for the first three years of employment and parental leave with 12 months of continuous employment.

Please submit a cover letter and resume to jobs@improvingphc.org with “Operations Associate” in the subject line.