

Job Opening

Secretary/Global Coordinator Assistant

JOB DESCRIPTION

Place of work: Latin America

About PHM:

- The Peoples' Health Movement (PHM) is a global network of organizations and individuals committed to advancing 'Health for All' and social justice. PHM is made up of country circles / related entities in more than 80 countries, networks, and affiliated organizations at the regional and global level. The programs and activities of PHM are supported by a decentralized Secretariat, under the PHM Global Coordinator.
- PHM has four major global programs. These are: the Alternative World Health Report or Global Health Watch (GHW), a book that has already had five editions (the sixth edition is in press); the International Peoples' Health University (IPHU) that trains young activists of PHM; the Health for All campaign (HFAC) that creates links and a general framework for the campaigns of the country circles / related entities of PHM on important issues; the World Health Organization (WHO) Watch which is an intervention in the global health governance through participation of activists in documenting and critiquing resolutions and proceedings of WHO governing bodies.
- PHM also carries out a series of research and publication activities that help shape public awareness and inform and support policy interventions.

Scope of work:

The purpose of this section is to provide clarity on the responsibilities of the Secretary / Global Coordinator (GC) Assistant for the tasks and activities expected of them. It is necessary to read this note in conjunction with the PHM's strategic plan, annual work plan and other basic documents (see www.phmovement.org)

The person to be hired is expected to have the following skills and knowledge: willingness for integrated teamwork between global coordinator, programs, regional coordinators, and PHM thematic and country circles; knowledge and practices related to the function to which the person specifically apply, and skills to get them in dialogue with other PHM programs and activities; capacities and experience to support GC's activities; understanding functioning of Google Workspace, listserv functions and other technical skills is an advantage.

Adequate communication skills in English and your own language is required (Spanish or French or Arabic).

The tasks that the related person should perform are the following: first, specific work to achieve the final products of the respective function; second, support for the GC in his work within the Global Secretariat (GS) and in his relationships and work with the Steering Council, the Coordinating Commission (CoCo), the country/region circles and affiliated networks; third, teamwork with the other members of the GS, regional coordinators, thematic and country circles and affiliated networks as assigned by the Global Coordinator; and fourth, to contribute to the organization, mobilization, solidarity and capacity of civil society in the achievement of the respective goals of PHM programs.

Position in the Global Secretariat: Secretary / GC Assistant

Objective of this function: The Secretary / GC Assistant is expected to provide the necessary support to the GC in the accomplishment of his functions in the PHM Global Secretariat such as they have been foreseen in the PHM Handbook (Draft- ver 0.1 dt. 19-04-2021)

Justification: PHM is a global social movement becoming each time more complex because of its multiple global, regional, and national activities, and its increasing social / institutional relationships in internal and external environment. Given these facts, and the commitments derived from the financial support received, it is required to strengthen the managerial GC capabilities, functioning and activity. Regarding this, a GC Assistant / Secretary has become a need that can be fulfilled with the available resources.

Specific Work Area:

- Assisting the GC in building, promoting, and consolidating PHM at the regional and national levels
- Assisting the GC in the organization of different organizational activities with different PHM governance structures such as CoCo (minutes, meetings preparation), Steering Council (minutes, meeting preparations, email revisions and statements support), Advisory Council (minutes), PHM affiliated networks and other related activities (communication facilitation)
- Monitoring of compliance with the agreements and commitments made between the GC and the different governance structures of the PHM
- Facilitation of the Global Coordination communication and information with the PHM major programs (Health for All Campaign, International People's Health University, Global Health Governance and Global Health Watch), geographical and thematic circles

- Facilitation of GC's communication and information with other PHM governance structures (CoCo, Steering Council, Advisory Council and Regional Coordination)
- Assisting the GC in promotion of solidarity and networking with different processes, organizations and social movements committed to the struggle for health
- Assisting the GC in the construction of PHM perspectives, analysis, and positioning, and their promotion and dissemination through the communications team
- Supporting the GC in PHM's other organizational activities as agreed

Activist and team member: In addition to the specific area of work, the hired person will participate in various team meetings, contribute to the deliberations, and assume the pertinent responsibilities that arise from these discussions. The responsibilities assumed by this person may include support for the GC in preparing reference documents; anchor internet communications, secure internal communications, especially regarding meetings and events; and keep the Global Secretariat, the Coordination Committee (CoCo) and, through them, the Steering Council informed. The Secretary/Global Coordinator assistant will distribute the required information of the Global Secretariat's organizational work among available staff and program representatives.

Salary package: Based on experience and preparation.

Reporting: To the Global Coordinator of PHM

Contract period:

Part-time contract for a fixed period of 12 months, renewable depending on performance and availability of funds for two more years. The first three months will be served on probation.

How to apply:

Interested candidates can email the following to phmapplications2022@phmovement.org:

- Recent resume
- Names of two references
- Statement of purpose (not exceeding 1,000 words) explaining the reason for their interest in this task, what strengths they bring to it, and why it would be part of a career / life plan.

Last date to apply: 9 February, 2022