

Executive Team Assistant

Type of Contract: Temporary up to 5 months. Full time (40h/week, 8h/day)

Location: Centro - Rio de Janeiro

About DNDi

Drugs for Neglected Diseases initiative (DNDi) is a collaborative, patients' needs-driven, non-profit drug research and development (R&D) organization that is developing new treatments for Neglected Diseases (www.dndi.org)

After 15 years of sustained growth, DNDi has built a team of approximately 200 full-time employees working across nine offices (Geneva, Rio de Janeiro, Kinshasa, Nairobi, New Delhi and Patna (India), Kuala Lumpur, New York and Tokyo).

The DNDi Latin America office was opened in 2004. With the primary aim to support regional R&D activities for Chagas disease and leishmaniasis, along with activities in hepatitis C, the Latin American office also undertakes advocacy and communications activities to increase neglected diseases awareness in the region. It also leads capacity building projects through multi-country research platforms.

➤ Terms of Reference

Overall Purpose:

Organize and perform administrative activities, planning, internal follow-up and support to the Regional Director (ED) and Leadership Team (MT) to provide effective assistance for the implementation of their commitments, boosting its improvement and achieve its objectives.

Contribution

S/he delivers complex or specialized support process or activities requiring certain level of interpretation and adaptation of rules and procedures in force.

Scope of Work (Results)

This role affects all aspects of the support services and has an impact on DNDi activities.

Tasks and Responsibilities (Job specific):

Administrative Support: (60%)

- Organize and assist meetings, preparing agendas, minutes and resolutions (Flash Info, MT meeting and monthly meetings), ensuring necessary equipment/material is available;
- Be an active part of a highly collaborative team in order to maintain constant and reliable support to the Regional Director and Leadership Team
- Drafting memos and reports based on internal administration and management systems;
- Maintaining the filing of correspondence and Executive Office documents on SharePoint and other filing systems; and
- Serve as a point of contact within DNDi for internal and external queries. Uses discretion to ensure the correct flow of information, in and out, of the Executive Office

- Liaise with the IT Department as required, including updating email distribution lists and using initiative to improve existing tools (eg SharePoint, global calendars)
- Occasionally provide administrative support to other Leadership Team members, as required
- Oversee the schedules and coordinate the global calendar of regional office (countries of intervention, DNDi network)
- Receive and schedule external visitors and employees on behalf of the Regional Director as well as the RD's visits abroad;
- Interrelation with the secretaries of other offices of DNDi, partners (FIOCRUZ, MSF, MUNDO SANO, LAFEPE, e outros) and the network of institutions relevant for DNDi in Brazil and Region;
- Organising travel, including liaison with the travel agency, booking train and flight tickets directly, arranging visas, preparation of his travel agenda, and supporting documents;
- Organising meetings, maintaining and updating RD agenda, arranging logistic support for meetings as required;
- Organising expense claims;
- Assist the Regional Director as required to prepare and edit communications, mails, letters, presentations, and other documents
- Arrange and be responsible for the internal distribution of messages and documents received relating to Regional Direction and Leadership Team as well as diffusing externally as appropriate;
- Support the Regional Director in organizing the Regional Board Meetings, including the logistics, travel of board members (including hotel rooming lists, arranging per diems), and meeting preparation
- Enable the RD and Leadership Team members to make effective and cost-efficient use of DNDi resources and time management. Assist the Regional Director in the monitoring all of Leadership Team activities

Animation of Internal communication and internal dynamic: (25%)

- Help to define a consensus on a policy of internal communication and internal dynamic for the RO (calendar, tools, in-charge, etc) in close coordination with Human Resources and Communications.
- Revise and update regional follow-up tools/data, such as, but not limited to, the Monthly Update (see list of existing tools, policies) for optimized distribution internally
- Ensure participation of all regional team, with the RD, in the processes of planning, budgeting and monitoring throughout the year;
- Maintain and update the data base, stakeholder's management, documents and information to support the Regional Director
- Update contacts and information with DNDi's Friends in the region;

Additional /specific/projects responsibilities (15%)

- Develop and prepare specific dossiers as appropriate and in coordination with the RD
- Coordinate meetings with the RD Director, Diseases Leaders, the Operations Director to insure proper follow-up of the action plan process and identify the main milestones
- Prepare a global explanatory documentation about Action Plan process and coordinate a team approach for their annual timelines and objectives
- Compile, edit, and insure timeliness and completeness of the various draft versions of the Action Plan and the various documents to be incorporated (human resources plan, budget, timelines, risk register...) as well as the final document. Maintain the master of the action plan up to date and share with the adequate teams

➤ **Reporting line**

- S/he reports to the Regional Director

➤ **Interactions**

- Works with executive team, and several areas in the Regional Office Latin America and HQ
- S/he maintains relationships with several organizational units including some outside DNDi, projecting image of a reliable service provider or partner. Interaction assesses issues and performance that facilitate or restraint service delivery

➤ **Job Requirements**

Education:

- Graduate university degree, Masters is a plus
- Formal training or certification as required by the function

Skills and Attributes:

- Excellent organizational, planning, and IT skills. Structured, thorough approach to work, with a keen ability to use initiative, prioritize, and multi-task
- Excellent attention to detail, clear thinking and ability to understand and connect elements of tasks and appropriately follow-up to ensure tasks are fully completed
- Work well under pressure, flexible, can adjust priorities and meet deadlines in a busy environment
- Systematic analytical thinking that demonstrates good judgment and problem-solving competencies
- Excellent interpersonal, listening, and communication skills and ability to work effectively as part of a team and independently
- Ability to manage small projects if delegated and willingness to learn and progress
- Interest in global health, scientific research, medical innovation, and/or access to medicines issues
- Good communication skills in multicultural, multi-lingual environments
- Ability to work effectively as part of a multicultural, multi-lingual

Other Requirements

- Fluency in English, Portuguese and Spanish
- Excellent knowledge of Microsoft Office suite, including PowerPoint, strong formatting skills on Word, knowledge of SharePoint and Salesforce an advantage, or willingness to learn

➤ **To Apply**

- Please send your CV together with a cover letter to hrla@ndi.org
- Deadline for application: Accepting applications until July 10, 2018.
- **Only shortlisted candidates will be contacted.**