

## Job Description and Person Specification

<b>Job Title</b>	<b>Hypertension Programme Officer</b>	
<b>Team</b>	Advocacy	
<b>Location</b>	Geneva	
<b>Full Time/ Part Time</b>	100%	
<b>Term</b>	1 year fixed contract (possible extension subject to funding)	
<b>Reports to</b>	Director for Advocacy	
<b>Direct Reports</b>	-	
<b>Key Relationships</b>	Senior Science Advisor, CEO	
<b>Date Created/ last reviewed</b>	03.11.2021	
<b>Job Role</b>		
<b>Role Overview</b>	<p>The Hypertension Programme Officer will support WHF programme to implement WHO hypertension guidelines in Africa.</p> <p>The focus will be to coordinate, drive and organize Roundtable stakeholder events convened by the World Heart Federation members as well as follow up and monitor programme activities to support the World Heart Federation's work streams on hypertension.</p>	
<b>Accountabilities</b>		
<b>Key Accountabilities/ Responsibilities</b>	<b>%</b>	<b>Key Activities</b>
Project coordinator – Implementation of WHO guidelines on HTN	80%	<ol style="list-style-type: none"> <li>Coordinate 10 national roundtable in Africa, including: <ul style="list-style-type: none"> <li>- Developing agenda</li> <li>- Production of content</li> <li>- Adapting existing materials for use at roundtable</li> <li>- Liaising with participants to ensure meaningful participation</li> <li>- Building a relationship with the Ministry of Health</li> <li>- Bringing together a CVD scorecard for each country ahead of the event</li> <li>- Drafting a post event report</li> <li>- Production of a guide to hosting roundtables</li> <li>- Facilitation of meeting</li> <li>- Coordinate publication of outcomes in Global Heart</li> <li>- Engage media in the event</li> <li>- Ensure local partners keep to timelines and process</li> </ul> </li> <li>Draft a final report at the end of the project</li> </ol>
Support to the general WHF activities	20%	<ol style="list-style-type: none"> <li>Provide content on hypertension activities to WHF communication department including Newsletter, website, social media.</li> <li>Support the Advocacy department in global communication, special events related to hypertension</li> </ol>
	100%	

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<b>Person specification</b>	
Education and Qualifications	<p>Master's degree in public health, medicine, biology or other discipline related to health policy or equivalent experience in the same field (highly desirable)</p> <p>Bachelor's degree achieved at the highest academic standard in a discipline related to health policy (required)</p> <p>Fluency in English and French (required)</p> <p>2 year's work experience in an international development organization (highly desirable)</p>
Essential Knowledge & Experience	<p>Proven project management experience and skills</p> <p>External relationship building experience and skills with senior level contacts</p> <p>The ability to innovate and respond to the unique challenges of this role</p> <p>A good team worker, with a positive, enthusiastic and cheerful attitude</p> <p>Very organized, thorough and methodical</p>
Desirable Knowledge & Experience	<p>Knowledge of the global healthcare arena (ideally cardiovascular)</p> <p>Experience of creating partnerships for meaningful implementation.</p> <p>Excellent interpersonal skills, patience, tact and diplomacy, ability to support effectively volunteers and working groups.</p> <p>Experience of representing an organization at external events and conferences, giving presentations and networking with others.</p> <p>Experience of developing policy strategies and policy positions for organizations.</p> <p>Excellent written communication skills, good command of written and spoken English and French with the ability to provide comprehensive information with clarity and attention to tone and formatting.</p>



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	Clarity of expression in speaking and writing, to include communication with people for whom English is a second language.
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Competency Profile	
Organised	
Detail-orientated	
Flexible	
Creative	
Strategic	
Dedicated	