



- OPEN POSITION:** Knowledge Management (KM) Consultant – HANSHEP Secretariat
- REPORTS TO:** Executive Director and KM & Communications Manager
- DATES:** Temporary Consultancy of up to 8 months starting September 2019
- LOCATION:** Remote but occasionally Washington, DC or other meeting location

BACKGROUND

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 14 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health.

Learn more here: www.coregroup.org.

For the next two years, CORE Group will lead the secretariat for HANSHEP- Harnessing Non-State Actors for Better Health for the Poor, which includes HANSHEP members USAID, Bill and Melinda Gates Foundation, DFID, World Bank and other donors and private sector organizations. HANSHEP brings together spearheading agencies, implementing partners and aligned governments to push forward a common message about the normative nature of private sector participation in health systems, often noting this trend in OECD countries, while also agreeing new initiatives and jointly funded projects at the HANSHEP table. The secretariat is a consortium comprised of CORE Group (prime) and Global Impact.

Learn more here: <https://www.hanshep.org/>

JOB DESCRIPTION

1. Manage the HANSHEP Secretariat consortium
2. Coordinate, organize and manage bi-monthly teleconferences and quarterly 1 to 2-day meetings (in-person and virtual participants). Responsibilities include:
 - Work with the secretariat team to organize logistics (location booking, arranging travel for guest speakers, ensuring appropriate technology for virtual participants, etc.)
 - Collaborate with HANSHEP chair and members to create agendas
 - Design events that promote engagement for in-person and virtual participation
 - Liaise with speakers to convey presentation parameters and expectations
 - Manage the overall execution of the meeting
 - Review notes and write-up meeting reports as needed
 - Other duties as needed
3. Meet regularly with the HANSHEP chair and members to identify opportunities for secretariat involvement

4. Provide knowledge management expertise to guide HANSHEP on decisions regarding its website, use of listservs and other technologies to effectively communicate within the group and share knowledge and products with external stakeholders.

QUALIFICATIONS

- An advanced degree (PhD or Master's) in knowledge management, international development, global health or a relevant field plus a minimum of 5 to 7 years relevant work experience required.
- Proven project management skills, and ability to work with diverse and highly skilled personnel in team environment
- Proven facilitation and collaboration skills working with multi-level stakeholders, including technical and subject matter experts, donor agencies, local partners, researchers and others
- Excellent written and oral communication skills in English

HOW TO APPLY

The consultant rate will be verified by Biodata form. Payment will be made upon submission of a detailed invoice listing work by date with key tasks rendered on behalf of CORE Group and acceptance of outlined quality deliverables.

Payment for Administrative and Travel Expenses:

Administrative or local travel expenses for phone calls, metro, parking on site at the venue or other expenses will not exceed **\$50** of allowable expenses. Expenses will be reimbursed upon completion of the deliverable and upon receipt to CORE, Inc. of a travel expense report with original expense receipts attached for all allowable expenses over \$25.00. The final expense report is due no later than one month after the closing date of the agreement.

HOW TO APPLY

Please email a resume/CV and cover letter to jobs@coregroup.org. Use "KM Consultancy – HANSHEP Secretariat" as the subject line. No phone calls please. Only potential interviewees will be contacted.