**Terms of Reference**

**Title**: Senior Consultant

**Scope of Work**:

[Serve the Company in the capacity as Senior Consultant of the Company for Singapore (the “Territory”) with the objectives of:

**Key Responsibilities**

The Senior Consultant will lead a regional cardiovascular disease consortium of public and industry partners with a goal to increase awareness of heart disease and reduce the burden of cardiovascular diseases in the Asia Pacific region.

They will manage all stakeholder outreach, partnership building, communications, and administration for the consortium as well as organize events and meetings.

**Stakeholder and Partnership building**

* Lead in the stakeholder management of key consortium partners and outreach to potential regional partners who align in vision and core competency areas.
* Serve as point person for ACCESS Health as the Secretariat of the consortium.
* Develop knowledge base and expertise on cardiovascular diseases from clinic, public health, and economic perspectives.

**Manage all operations and administration for the consortium**

* Organize, host, and facilitate monthly strategy meetings with members.
* Summarize minutes and outputs of all meetings and events and circulate via email communications.
* Manage all administration and internal communication for the consortium.

**Host and manage all events**

* Organize, host, promote and manage all event logistics of the consortium, from closed door sessions to public webinars and speaking events.
* Promote events and summarize key takeaways on social media.

**Research and consultancy work**

* Execute projects and consultancy assignments related to cardiovascular disease as required on other projects by the team.

**Reporting**:

Reporting to the Regional Director, Southeast Asia

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and effect from **November 01, 2022** to **October 31, 2025**.