**Title:** Assistant Director, Health Systems

**Location:** Cairo

**Reports To:** Regional Director, MENA

**Scope of Work:**

The scope includes overseeing research activity outputs, assuring timely deliverables to clients and conceptualizing new products and services in partnership with other focus areas of ACCESS Health like health systems delivery, quality and process improvement, training and new business engagement across the MENA region

**KEY RESPONSIBILITIES:**

* Ensure end-to-end project delivery for high client satisfaction with limited guidance
* Build portfolio of Health Financing
* Design new product and service offerings, can operate at both a tactical and conceptual levels in identifying both present and future opportunities. Actively manage project budget, work plan, as well as project and delivery schedule
* Technical and financial monitoring of sub grants as required
* Act as a trusted advisor in client interactions and communications. Actively own and manages client relationships
* Act as a subject matter expert and a ‘go to’ person for any projects across the region, create a knowledge repository that supports the client engagements for all projects
* Identify business growth opportunity and undertake end to end delivery from proposal development, team identification, team deployment and project execution and completion
* Manage, guide, and build capacity of team members working within team and across different verticals
* Be a focal point on cross verticals areas based on guidance from senior colleagues of the organization
* Responsible for the program and human resource budgeting and work closely with the Central office to plan the same
* Positive interaction across all teams both regional and global
* Represent the organization in all meetings with the external stakeholders
* Identify areas of interest for the organization, opportunities for raising grants and funding, develop collaborations an also leading the entire course of proposal writing, submission and selection process
* *To lead and guide the projects to meet the stakeholders objectives as required with mobilization of resources and teams*
* Another responsibility that the organization may require

**Grade Level:** L3

**Compensation**

An annual compensation of **USD** 103,158 (Inclusive of all indirect taxes) will be paid to the Consultant. This includes the following benefits. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Benefits**

**Health Insurance**

We will provide a health insurance benefit to the tune of a maximum USD 500 per annum. You can submit the claims for reimbursement after a period of three months but will be required to complete a minimum of 6 months of service within the organization.  In the event if you are not able to fulfill this clause, the full amount paid towards the premium will be recovered from your full and final settlement. There is a flexibility to utilize the amount towards medical coverage (reimbursement of insurance premium, OPD expense coverage, claim towards medical expenses for immediate family /parents). This will be subject to prescription and receipts.

Any health insurance and medical expenses incurred after the date of joining will be reimbursed.

**Entitlement for Telephone and Internet**

We will provide a reimbursement of up to a maximum of USD 585 per annum (Payable on Actual Basis) towards telephone and Internet.

**Note:** All policies are subject to change / amendment at the discretion of management.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **September 1, 2023** to **August 31, 2025** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.