

Job description: Coordinator for Committees and Networks
International Association of National Public Health Institutes (IANPHI)

MISSION

Organization: International Association of National Public Health Institutes (IANPHI)

Position: Coordinator for Committees and Networks

Area: Public Health / International Relations

Type of contract: Permanent, full-time position

Start date: As soon as possible

Address: The Secretariat of the Association is located at Robert Koch Institute, Gerichtstr. 27, 13347 Berlin, Germany

PRESENTATION OF THE ORGANIZATION

The International Association of National Public Health Institutes (IANPHI, www.ianphi.org) is a global network of national public health institutes (NPHIs). IANPHI is an international non-profit association under Belgian law which currently comprises 128 member institutions in 107 countries. Its mission is to strengthen global public health capacities by connecting NPHIs across the world. IANPHI is an inclusive and independent professional association, which promotes an evidence-based approach to public health and strives for scientific excellence.

The Association is governed by the General Assembly. The affairs of the Association are conducted by the General Assembly, the Executive Board and a Secretary General. Its organizational structure includes four Regional Networks (Africa, Asia, Europe, Latin America/Caribbean), currently five Thematic Committees and a network of institutional focal points. The IANPHI Secretariat, led by the Secretary General, provides support to the Association's activities and its Members.

JOB DESCRIPTION

Accountable to the IANPHI Secretary General, the Coordinator for Committees and Networks is responsible for supporting the activities of IANPHI's Thematic Committees and Networks. The postholder will work in close collaboration with the Secretariat team, particularly with the Director of Programmes and Partnerships, to ensure that the activities of the Committees and the Focal Point Network support the implementation of the Association's strategic goals and to support the Association's governance, proper functioning and development.

Tasks and responsibilities

Activities related to the Thematic Committees and Networks

- Coordinate the activities of the Thematic Committees and of the Focal Point Network, including
 - o Supporting the Chairs and Vice-Chairs in developing annual workplans and in implementing and monitoring the activities provided for;
 - o Performing functional activities such as membership management, organization of online meetings, minutes and reports writing, standardization and implementation of (new) processes, liaising with the IANPHI communications and events team for Committee in-person, hybrid or virtual events

- Support activities of IANPHI Regional Networks and contribute to the process of establishing regional coordinator positions

IANPHI Secretariat activities and development

- Contribute to the identification of new partners and consolidate existing partnerships
- Support the identification of project funding sources and contribute to funding applications and project management
- Support progress monitoring for the Association's Strategy Action Plans by contributing to the production of annual narrative and financial reports
- Support the Secretariat's financial and human resources management
- Contribute to the planning, implementation and follow-up of IANPHI Annual Meetings

The responsibilities associated with this role are subject to evolution in response to the changing needs of our organization. The Coordinator for Committees and Networks will be expected to adapt to new challenges and priorities as they arise, demonstrating flexibility and a proactive approach to their work.

PROFILE

Education: Bachelor's or Master's degree in public health, in a health-related profession or in international relations

Experience:

Essential: Proven experience in the coordination of international activities and networks or relevant similar experience, demonstrated interest in global and public health issues

Desirable: Experience in project management / strategic planning

Languages

- Fluency in English is essential
- Working knowledge of German would be an asset

Skills

- Excellent writing and oral communication skills for different audiences are required
- Experience working in international and intercultural contexts
- Knowledge of international organizations working in the field of public health would be an asset

IT skills

- Demonstrated ability to effectively use current technology and software (Microsoft Office Word, Excel, PowerPoint, Outlook, Teams, One Drive, Visio, SharePoint, Survey creation program, Canva)

Social skills

- Ability to work in a team
- Autonomy, initiative and proactivity
- Capacity to handle pressure
- Attention to detail
- Adaptability

CONDITIONS

- Eligibility to secure a work permit in Germany is required
- Open-ended contract starting as soon as possible

- 39 hours per week
- Monthly salary compatible with German public services wage agreement (TVÖD); depending on level of diploma and experience up to Level 13
- 30 days of paid leave per year
- Home office / mobile work: 3 days per week maximum, 2 days per week at the Secretariat Office in Berlin
- Regular international travel is required

Please submit CV and cover letter to secretariat@ianphi.org with the reference "IANPHI – Coordinator for Committees and Networks" by email before September 5, 2025, 23h59 CEST. For more information on this position, please contact the IANPHI Secretariat.