

Terms of reference for WAPPP Partnership Associate

Background

The World Association of PPP Units and Professionals (WAPPP) is a Geneva-based, global, independent, non-governmental organization. It has two main objectives: to serve its members' needs; and to serve the PPP profession by promoting international best practices and helping achieve the UN SDGs. The WAPPP membership includes institutional as well as individual members, public as well as private members, and academic as well as non-academic members. 40 PPP Units from around the world are part of the organization.

The management bodies of WAPPP are composed of :

- WAPPP President and WAPPP Executive Director
- The executive committee, which is in charge of management, direction, strategy, logistics and communication
- The steering committee, which provides coordination, implementation and guidance on individual chapters

WAPPP activities are conducted through regional chapters, sector chapters, thematic chapters and the council of PPP units heads.

Objective

The objective of this announcement is to share the recruitment notice to all WAPPP members.

WAPPP is a member-volunteer driven organization. The management volunteers it's time to conduct the daily business. As the organization is seeing rapid growth, some aspects of WAPPP operations require additional support to run its business. At this time, WAPPP is looking for volunteers to fill the position of WAPPP Partnership Associate.

Scope of work

WAPPP Healthcare PPP Chapter Associate

WAPPP consists of various chapters, including thematic chapters. Healthcare PPP Chapter is build around topics connected with development and implementation of healthcare PPPs

Responsibilities:

Healthcare PPP Chapter Associate will report to the the Head of Healthcare PPP Chapter and/or Chapter leaderships committee and support the Chapter with the following tasks:

- Liase with members of the Chapter to identify their requests for information and proposals for further Chapter activities.
- Organize monthly 1-hour members meeting (drafting agenda, sending out invites, taking notes and action points);
- Assist with organization of external workshops and other external events organized by Healthcare PPP Chapter
- Draft Chapter communications

- Participate and support follow ups on discussion, meetings, tasks and deliverables with partners
- Bring new ideas to the table to promote the development of wider WAPPP outreach
- Ad hoc work to support the healthcare Chapter

Qualifications:

- Minimum of University (Bachelor's level) education
- Interest in healthcare PPPs
- Excellent command of oral and written English as a primary language
- Good writer and communicator
- Excellent skills in powerpoint, research
- Knowledge of different types of partners, developing countries would be plus

General instructions

1. Remuneration

The positions are non remunerated. It shall be conducted on a part-time remote basis (approximately 5 hours per week for each position), which may vary depending on the workload and broader WAPPP demands.

2. Length of position

Initial position will be for one year from the day of the start and can be extended upon agreement of both parties. Duration of the position will be subject to continued good standing between the Associate and the hiring manager.

3. Obligations of WAPPP and hiring manager

- Conduct business in accordance with WAPPP code of conduct
- Hold regular and mutually agreed meetings with each other
- Issue WAPPP email address
- Hold the candidate accountable to her/his responsibilities
- Provide regular updates and feedback on the performance to the candidate
- Support career development and serve as a mentor to the candidate
- In case of disagreement, provide an amicable and neutral environment, via the Executive Board

4. Benefits to the candidates

- Building a wide network of contacts in the PPP healthcare industry.
- Getting first-hand experience on PPP trends and research.
- Building a track-record within a global PPP healthcare ecosystem.
- The reference letter will be issued at the end of assignment.

5. How to apply

Interested candidates should contact the following with their CV and a brief cover letter to the hiring Head of Healthcare PPP Chapter Natalia Korchakova-Heeb, natalia@wapp.org

6. Timeline

- Apply by 16 October, 2022

- Position start end of October 2022- beginning of November upon confirmation of selection process and reference check
- All positions are remote.
- No travel is required.