



Vacancy announcement G2H2 Executive Secretary

The Geneva Global Health Hub (G2H2) is a membership-based association created in Geneva in 2016 to provide an independent civil society space to enable the sharing of knowledge and the creation /experimentation of relevant initiatives to advocate for democratic global public health governance. The G2H2 has with time evolved into a mature mechanism for convening civil society debates and reflections, as well as collectively shaping advocacy initiatives on the right to health and the horizon of Health for All. For more background information, see the [G2H2 website](#).

The Secretariat of G2H2 is administratively managed by Medicus Mundi International (MMI), which is one of the G2H2 member organizations, with offices in Basel and in Geneva.

The Geneva Global Health Hub is now hiring a new Executive Secretary, with the aim to continue and further advance the work undertaken so far by one of the founders of the platform, who is retiring.

Place of work is Geneva, but some flexibility is allowed and may be discussed accordingly.

Main tasks of the G2H2 Secretary position

Under the direct oversight of the G2H2 co-chairs, and in close collaboration with the members of the G2H2 Steering Committee, the Executive Secretary will contribute to developing the role and relevance of the Hub in the global public health arena, strengthening its outreach, via

- Civil society networking
- Advocacy
- G2H2 Project support and (when needed) coordination
- Governance, accountability, and institutional development

We are looking for a person with the following qualifications:

Professional skills

- Solid background in global public health and the actors operating in this field.
- Sound experience in civil society advocacy and networking.
- Competence of the UN context and/or understanding of intergovernmental and multicultural settings
- Excellent spoken and communication skills, coupled with proven experience in producing contents. English is the working language of the G2H2. Communication competence in French, Spanish.
- Sound experience in knowledge management and the coordination of civil society and institutional processes,
- Management skills in strategic and administrative projects.

- Professional motivation and creativity at working with civil society organizations and/or social movements.
- Familiar with digital platforms to support the organization of meetings and online events.

Personal skills

- Can work independently and adapt to a flexible working schedule
- Can work with tight deadlines and (occasionally) under stress
- Is committed, responsible and loyal to the organization and its people
- Has an active attitude of camaraderie within the team
- Promotes a problem-solving attitude
- Can work in a multi-cultural environment and respects diversity

The selected person will be offered a collaboration working contract (or, if requested, a project based/ consultancy contract could be envisaged) for a one-year period, with the possibility of a longer-term extension.

Applications

Interested candidates should send:

- Their updated CV
- Names and contacts of 3 references
- A motivation letter explaining how they meet the selection criteria.

Applications should be sent by mail to vacancy@g2h2.org, by 12 July 2024. Please specify in the subject of your message "Vacancy G2H2 Executive Secretary Name Surname"

Further information

In case you need further clarifications, please get in contact with Nicoletta Dentico, Co-President of G2H2, via email to ndentico@sidint.org.

Final application note

At the same time as G2H2, Medicus Mundi International (MMI) is also separately advertising a position for renewal of its own Executive Secretary. Find this job announcement [here](#). It is possible to apply for both positions within a 60% post. Please do so separately, by responding to both vacancy announcements.

Geneva Global Health Hub

c/o Medicus Mundi International
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"We build a strong civil society space in Geneva for more democratic global health governance."