

Assistant to the Managing Director

Position Description:

The International Training and Education Center for Health (I-TECH) is a federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives serving healthcare providers in 25 developing countries acutely impacted by the global AIDS epidemic. With an annual budget of approximately \$50 million, I-TECH currently supports 10 international offices and approximately 600 international and domestic staff. I-TECH is an initiative of the University of Washington schools of Medicine and Public Health & Community Medicine and it partners with the University of California, San Francisco. I-TECH is currently the largest center in the Department of Global Health, and, in fact, is one of the largest centers at the University of Washington. I-TECH is headquartered at the Cabrini Tower in close proximity to its primary Principal Investigator, Dr. King K. Holmes, Chair of the Department of Global Health.

The purpose of this position is to assist with all the work of the Managing Director. The Assistant to the Managing Director represents the organization in meetings- including face-to-face, phone and video conferences- and assists with key organizational tasks including, but not limited to, assistance in preparation and review of grant applications; editing reports to donors and other global stakeholders; creation of project workplans and budgets; drafting affiliate and consulting agreements; and complex planning for visiting dignitaries.

We seek a highly motivated individual who is flexible and possesses a willingness to support tasks requiring autonomy and creativity, along with a passionate commitment to improving health in the developing world.

Management and Administration (50%):

The Assistant to the Managing Director is responsible for planning, coordinating, and implementing multiple organizational functions, including playing a key role in organizing and supporting quarterly worldwide meetings of Country Directors; executive team retreats held 2 times per year; weekly management team meetings; annual strategic planning updates; and other role expectations of an

Managing Director who manages an organization with more than 600 staff worldwide and supervises more than 85 at headquarters. The Assistant must understand the basics of management and supervision and be culturally sophisticated and experienced. Someone in this position is required to understand the budgeting process for a large-scale international organization. He/she will also organize and host visits by foreign delegations, not only making arrangements and appointments with UW

deans, chairs, and faculty, but also preparing people to meet in a culturally competent way and assuring that all parties communicate well by staging careful introductions and translating and paraphrasing throughout the visit. The position requires highly developed skills of independent judgment, decision-making and discretion in interpreting the Managing Director's management style, organizational goals and expectations. A typical example would include the frequent need for the Assistant, during the Managing Director's absence from the UW and the US, to screen calls and mail in order to decide those issues that can await the Director's return and those which require more immediate action. When it is not possible to talk with the Managing Director in a timely manner due to time zone constraints, the Assistant is required to resolve matters of significance on her behalf. The person in this position is expected to understand nuanced and subtle issues that allow him/her to make sophisticated programmatic decisions in the absence of the management team and the Managing Director. With programs and offices in more than a dozen countries and projects funded by multiple agencies, this is a common occurrence and the Assistant holds an unusually high position of responsibility at I-TECH.

The Assistant will proactively plan, develop, and implement procedures to enhance results by coordinating and supporting the work of multiple technical units at I-TECH. As someone who frequently reviews scopes of work, contracts, and grant applications and reports before they are submitted, the Assistant often interacts later with staff and consultants on project start-up since he/she already understands the objectives and budgets of new project proposals. He/she will work closely with the Managing Director to ensure that start-up activities are well planned & coordinated. He/she also serves as the primary contact to communicate schedules and commitments of the Director.

This position will work independently of the Managing Director to provide expert advice to organizations within and outside the university. The Assistant represents the Managing Director with the Global Support Project at UW (membership from legal, risk management, purchasing, travel, HR and other units across campus) and plans meetings and site visits outside the university for visitors. This position will initiate the process with internal and external stakeholders of responding to funding opportunities, including knowing the strategic priorities of the organization and tracking funding opportunities even in the absence of the Managing Director. The Assistant will independently edit first and second drafts of critical documents and proposals requiring international public health expertise and cultural competence.

Communication (40%):

The Assistant will respond and resolve approximately 80% of questions posed to the Managing Director through email, written correspondence, or phone requests; facilitate communication regarding programs, travel, interpretation of

administrative and research programs with national and international programs (World Health Organization, National Institutes of Health, US Centers for Disease Control and Prevention, Health Resources & Services Administration); and conduct business with a wide variety of international programs, congressional offices, service organizations, donors, consultants, non-government organizations, Ministries of Health, and research organizations. He/she will understand the field of international public health and investigate strategic opportunities for capacity building, policy development and advocacy across countries; build relationships with staff and work collaboratively with foundations, practitioners, business leaders, organizations, and other stakeholders; interface with I-TECH Country Directors and headquarter-based unit directors, synthesize information and prioritize urgency for the Managing Director. The Assistant will use independent judgment to troubleshoot problems as they arise and apprise the Managing Director as necessary. This position serves as the principle communication liaison to the Managing Director of I-TECH. The Assistant must have written and verbal

communication skills sufficient to develop and implement communication strategies supporting the needs of the Executive (i.e., "elevator speeches", presentations); demonstrate strong working knowledge of the Managing Director's operational areas of responsibilities; process sensitive and confidential materials and information; and use professional discretion in handling information and documents. He/she will compose and sign correspondence and manage daily/annual calendar planning for the Managing Director.

Requirements:

Bachelor's Degree in international development or other relevant field with first-hand knowledge of international issues, including the critical players in the fields AND 2-4 years administrative operations experience.

- Exemplary oral and written communication skills with the ability to initiate and edit written work.
- Strong judgment, critical thinking and decision-making skills; discretion and the ability to distinguish when it's essential.
- Knowledge of the global health and international development environments including extensive experience working with others in a developing world context, as well as experience coordinating events and activities involving individuals in several time zones and cultural and linguistic settings.
- Proficiency in the use of Microsoft Office applications; experience performing literature and Internet searches

Equivalent education/experience may substitute for stated requirements.

Desired:

Master's Degree in international development or other relevant field.

Conditions of Employment:

Ability to travel internationally up to 20% of the time with the understanding that 12+ hour work days in the field are commonplace. Travel time to reach most I-TECH destinations takes more than 24 hours (travel days are paid as workdays). Travelers must follow the UW and US government recommended precautions and prophylaxis for disease, health and safety. This position requires participation in

telephone conference calls while in Seattle or on travel status. These calls occur during the early morning (typically between 5-8 am) and late evening (typically 8-10 pm) several times per week in order to accommodate the time zones of the countries where I-TECH works.

To Apply Please visit the University of Washington employment webpage -
<https://uwhires.admin.washington.edu/eng/candidates/default.cfm?szLocationID=88> Use req# 58767 This position closes on November 11, 2009