



## Job Description & Person Specification

**Job title:** HIFA Desk Officer

**Accountable to:** HIFA Coordinator (Dr Neil Pakenham-Walsh)

*Key relationships:*

HIFA Social Media Coordinator (Jules Storr)

HIFA Country Representative Coordinator (Tara Ballav Adhikari)

HIFA Webmaster (Arjun Thandi)

**About HIFA:** HIFA (Healthcare Information For All) is a professional global health forum with more than 9,000 members (health professionals, publishers, librarians, policymakers, researchers and related disciplines) in 175 countries, all working to improve the availability and use of essential healthcare information in low- and middle-income countries. About one-third of members are based in Africa, one-third in Europe and North America, and one-third in the rest of the world. HIFA is one of 5 HIFA forums with a collective membership of more than 16,000, interacting in English, French and Portuguese (and Spanish from 2017), in collaboration with the World Health Organisation and more than 280 HIFA Supporting Organisations. See [www.hifa.org](http://www.hifa.org) for details.

**Start date:** 16 January 2017 (flexible)

**Finish date:** 15 December 2017 (flexible, potential for renewal/expansion of activities)

**Working hours/remuneration:** Part time 4 hours per week / paid

**Place of work:** Mostly home based – with some parts (for example initial orientation and moderation training) at the HIFA office in Charlbury, Oxfordshire, UK – therefore the post holder will ideally be based within reasonable travelling distance of the HIFA office.

**Job Summary:** The HIFA desk officer will play a central role to build the organisational and financial capacity of HIFA (see separate description and Gantt chart).

### 1. *HIFA Supporting Organization programme*

HIFA currently has 289 SOs, of which 40 provided a financial contribution in 2016. The HIFA Desk Officer will work with the HIFA Coordinator to:

- Identify and recruit new SOs (health and development organisations worldwide).
- Invite Supporting Organisations to financially contribute – generically or via commissioned forum activity
- Explore opportunities for in-kind support from HIFA Supporting Organisations (for example the *BMJ* and *The Lancet* provide a complimentary subscription)

### 2. *Membership growth:*

The HIFA Desk Officer will work with the HIFA Coordinator and HIFA volunteers to:

- Raise awareness of the main HIFA forum with a view to maintain and potentially accelerate growth in membership (currently 9,000+).

### 3. *Assistant moderation:*

The HIFA Desk Officer will be trained to develop expertise in HIFA moderation, using the unique and successful methodology of Reader-Focused Moderation. One-to-one training will be provided, supported by special training materials and mentors (other experienced HIFA and CHIFA moderators).

#### *4. HIFA website development.*

The HIFA Desk Officer will work with the HIFA coordinator, webmaster and wider HIFA team to develop the site to its full potential, including addition of new content and exploration of ideas for enhancement. [www.hifa.org](http://www.hifa.org)

#### *5. HIFA Voices database development.*

The HIFA Desk Officer will work with the HIFA coordinator to identify key points in HIFA messages and integrate them into the HIFA Voices database. [www.hifavoices.org](http://www.hifavoices.org)

#### *6. Admin*

The HIFA Desk Officer will play a supportive role in :

- Preparing a brief 1-year report (Dec 2017)
- Monitoring - updates with HIFA Coordinator every 2 months
- HIFA Steering Group meetings every 3 months

In addition, the post holder will:

1. Receive training in the skills of Reader-Focused Moderation (paid)
2. When ready to do so, will implement and refine their moderation skills as HIFA assistant moderator
3. Represent HIFA at forums, networks and meetings as required

This job description is not comprehensive. HIFA may require the post holder to undertake other tasks necessary and for which the post-holder is assessed as competent to undertake.

### **Person Specification**

#### *Academic Qualifications*

- Master's Degree in an appropriate field – eg Global Health, Public Health, Social Science, Library and Information Science
- Post-basic graduate eg MB,BS and MSc students may also be considered

#### *Experience and skills*

- Minimum 1 year work experience in an appropriate field(above)
- Experience in data entry and management (Word, Excel, PPT)
- Exposure and understanding of global health issues and evidence-informed health care
- Excellent spoken and written English
- Excellent interpersonal and communication skills and ability to work in a team.

**Please apply by 6 January 2017 to the HIFA Coordinator, Dr Neil Pakenham-Walsh with a brief cover letter and CV, by email to: [neil@hifa.org](mailto:neil@hifa.org)**

*3 December 2016*