

Global Health VisionsContractor Work Description: Consultant

Description of Work

Global Health Visions (GHV) is actively seeking a mid-career consultant to support the GHV team on a variety of projects across multiple global health and development issue areas, primarily focused on policy and advocacy and/or bridging gaps between programs and services and policy and advocacy. This role requires an individual who is comfortable working on a range of different projects, supporting various team members, and being flexible and willing to tackle whatever is needed. Projects typically include strategy development and/or assessment of partner work against existing strategies, landscape and policy analysis, stakeholder analysis, qualitative evaluation, and translating technical research and evidence into tools and products for advocacy, communications, and policy use.

Specific components of the work may include:

- **In-Depth Research:** Conduct research and analysis on requested topics to inform and guide approaches to key issue areas impacting the work of GHV partners. Clearly and succinctly summarize, and synthesize information gathered through desk research. Critically analyze information to be able to pull out key themes, findings, and recommendations.
- **Writing and Communications:** Draft briefings, meeting notes, reports, messaging, and/or other documents to effectively communicate the approach and work of the portfolio or project.
- **Project Management:** Provide project management support to various GHV teams working on specific partner projects. This may include, but is not limited to, scheduling meetings, creating workplans, drafting meeting agendas, creating reminders for next steps, and keeping the project moving forward in alignment with the allocated timeframe.

Required Skills and Experience

The ideal candidate for the consultant role will be an excellent writer with strong attention to detail. Overall, the ideal candidate will be a self-starter, highly autonomous, and able to deliver high-quality results with limited oversight. Specific skills include:

- Bachelor's degree required, Master's degree highly preferred, in a related field that prepares the candidate for this role.
- Minimum 7 years of related professional work experience.
- Demonstrated knowledge and experience (educational or professional) in global health and development, and policy and advocacy required.
- Demonstrated strong research, writing, and critical analysis skills required.
- Ability to work independently with minimal guidance.
- Highly organized, resourceful, self-motivated, detail- and deadline-oriented, and adept at multi-tasking and prioritizing. Must be willing and able to take ownership of an assigned task and manage it with minimal supervision, providing updates to GHV team members as required for project success.
- Must be able to work quickly and deliver projects under short deadlines.

Time Requirement and Location

- Flexible hours per week depending on projects

- Start date - as soon as possible.
- Consultant will work from own location

Application Instructions

As an ever-evolving company, we have made a steadfast commitment to actively work to implement justice, equity, diversity, inclusion, and anti-racism practices into every aspect of our business. We know that this commitment will strengthen our internal structure and culture, support our team, and enhance the products and services we deliver to our partners. At the center of our JEDI policy is our company's adherence to a non-discrimination policy – GHV recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. These tenants are not only policies and commitments but are central to our mission, culture, and vision. We know that to drive meaningful change and sustainable progress within our organization, across our network of partners, and in the world, we must celebrate and champion diversity, equality, inclusion, and justice in all that we do. With that said, women and non-binary people, Black, Indigenous, and People of Color (BIPOC), LGBTQIA+ people, and people from low-income countries are strongly encouraged to apply.

Interested candidates should submit a cover letter, resume, and writing sample to info@ghvisions.com for consideration with 'Consultant Application –2020' as the subject.