

Engagement Manager

The International Digital Health & AI Research Collaborative (I-DAIR)

Deadline for submissions: 29th August 2021

Background

The International Digital Health & AI Research Collaborative (I-DAIR) is a global platform to enable inclusive, impactful, and responsible research into digital health and Artificial Intelligence (AI) for health. It is being co-created with a diverse range of stakeholders from the public, private, and academic sectors.

I-DAIR takes inspiration from UNSG's High-level Panel on Digital Cooperation on digital enabling of the Sustainable Development Goals (SDGs), and targets set by the World Health Organization (WHO) on universal health care. It can be visualised as a 'distributed CERN for digital health'.

Our long-term objective is to democratise the use of data & Artificial Intelligence to solve health problems, and promote diversity, collaboration and inclusiveness in research and development efforts. In pursuing this goal, we seek to:

- Define and develop global public goods & other enablers for research & development of digital health solutions; an example is our project to develop a Global Research Map.
- Achieve collaborative, distributed and responsible use of data and Artificial Intelligence whereby data and decisions on AI use stay local and there is no hoarding of digital assets for health;
- Promote collaboration and inclusiveness in scientific research and technology development through a "hubs and spokes" architecture where researchers across domains and geographies can come together in trusted settings;
- Build research capacity & related digital health infrastructure in Africa, Asia and Latin America;
- Explore digital health and AI in health research problems through "pathfinder projects", which also provide practice-rich feedback for governance of data and AI in health.

I-DAIR is currently looking for an Engagement Manager to lead I-DAIR's partnerships and stakeholder engagement, as well as to coordinate the I-DAIR network of Hubs. This includes international organisations, private sector, governments, academia, non-profits, and foundations. In the first year on the job, the priorities will include: finalising a dynamic and actionable engagement strategy; growing the existing network of strategic and project-level partnerships significantly prior to launch; expanding the Hubs network and deepening engagement with the Hubs. This is a full-

time position and the location is flexible, though preference will be given to candidates based in Geneva, Switzerland or a location in a nearby time zone (CET). The expected start date is 01 October 2021 (negotiable) for the initial duration of 1 year, extendable subject to performance and funding availability.

Job Description

The Engagement Manager will report to the I-DAIR CEO/Project Director, to help guide and operationalise I-DAIR's engagement strategy and activities. The Engagement Manager will also coordinate closely with the Resource Mobilisation team, the Senior Advisor on Science Engagement, and the Senior Advisor on Partnerships & Capacity-Development, and the Project Manager to maintain the overall state-of-play of I-DAIR's engagement. Key duties include:

- Design, execution and monitoring of the I-DAIR engagement strategy, working closely with the relevant team members to ensure overall coordination of engagement activities across different domains;
- Act as a primary point of contact for prospective partners and stakeholders;
- Grow the network of I-DAIR partners and stakeholders:
 - Identify and maintain a pipeline of partners, with a particular focus in Year 1 on expanding I-DAIR network across Africa;
 - Lead on outreach, articulating and pitching I-DAIR's value and its projects;
 - Facilitate meetings and whiteboarding sessions to determine areas for collaboration.
- Maintain relationships with key stakeholders by identifying add-on or arising opportunities for collaboration, sharing updates on I-DAIR progress, and facilitating connections with relevant team members;
- Manage the I-DAIR Hubs network:
 - Act as the focal contact point for Hub leads;
 - Identify add-on or arising opportunities for collaboration;
 - Share updates on I-DAIR and facilitating cross-Hub connections;
 - Lead on creation of new Hubs.
- Execute operational procedures for engagement (drafting of MOUs and cooperation agreement, performing due diligence checks, updating Salesforce CRM, etc.) in close collaboration with the Project Manager;
- Collaborate closely with the Communications Lead to design and maintain a portfolio of I-DAIR outreach materials;
- Support R&D Director/Chief Scientist on I-DAIR's research portfolio and projects as required;

- Support CEO and the Resource Mobilisation team on diplomatic engagement and resource mobilisation efforts as required.

Candidate Qualifications

- Master/MPP/MBA or equivalent level degree, undergraduate or graduate qualification in public health, life sciences or other health-related field is a strong advantage;
- 5-7 years of demonstrated experience in public and private stakeholder engagement in an international setting, account and/or community management, project partnership development and other relevant areas;
- Excellent knowledge of public health, and the digital & AI for health landscape, including comprehensive understanding of the relevant ecosystems, key actors and policies;
- Demonstrated experience in building and maintaining successful strategic and project-level partnerships in international and multi-sectoral contexts;
- Excellent knowledge of English, with fluency in other languages, especially French, a strong advantage.

Personal skills and competencies

- Positive and energetic “people person”, able to identify and build meaningful relationships with stakeholders at all levels and navigate organisational hierarchies;
- Strong diplomatic skills and cultural sensitivity;
- Able to communicate clearly and persuasively in both written and oral formats;
- Strategic thinker, able to see the big picture and to identify when and how to change priorities;
- Self-motivated and able to perform calmly under tight deadlines;
- Passion for learning and a “start-up mindset”, able to easily switch between strategic and operational responsibilities.

How to apply

Applications should be submitted in English and by email only. The following set of documents is required:

- A cover letter explaining your suitability to fulfil this assignment (1-page limit);
- A CV detailing relevant past experiences, as well as indicating your current location and nationality / work permit for Switzerland, if applicable (2-page limit).

Complete applications should be sent to the Project Manager, Ms. Anna Brezhneva (anna.brezhneva@graduateinstitute.ch) with the subject “Application: Engagement Manager”. Please include the required attachments merged into a **single PDF**.

Deadline for submissions: 29/08/2021 (midnight, CET). Please note that incomplete or late applications will not be accepted.

We are committed to diversity and especially encourage members of underrepresented communities to apply.

Due to the large number of applications, we are only able to inform the successful candidates about the outcome or status of the selection process.