

Internship description – Project and Program Assistant International Association of National Public Health Institutes (IANPHI)

MISSION

Organization: International Association of National Public Health Institutes (IANPHI)

Position: Project and Program Assistant

Area: Public Health and Project Management

Type of contract: 6-month internship starting on January 13, 2024

Address: The Secretariat of the Association is located at Santé publique France, 12 rue du Val d’Osne, 94415 Saint-Maurice

DESCRIPTION OF THE ORGANIZATION

The International Association of National Institutes of Public Health (IANPHI) is a network of directors of national public health institutes (NPHIs) (www.ianphi.org) which currently counts with 123 members, covers 103 countries and is structured into four regional networks (Africa, Asia, Europe and Latin America). Its mission is to strengthen global public health capacities by connecting national public health institutes across the world to build global capacities and to create a fairer world. IANPHI is an inclusive and independent professional association, which promotes an evidence-based approach to public health and strives for scientific excellence.

Since 2016, the IANPHI Secretariat has been hosted in Paris by Santé publique France, the French Agency of Public Health. The Secretariat plays a central role in the organization of the Association and the animation of activities under the guidance of the President, the Secretary General, and the Executive Board of Directors. IANPHI has an office in the United States, based at Emory University, Atlanta. The Association is an international non-profit association under Belgian law. The IANPHI Secretariat team is composed of 4 staff members and one intern.

INTERNSHIP DESCRIPTION

MISSIONS:

Support the development of a functional Association and Secretariat (50%):

- Administrative and organizational support:
 - Support the implementation of the Workplan from an administrative and organizational point of view.
 - Create and participate in the creation of internal and administrative documents (ex: IANPHI Travel Policy, Framework for collaboration with donors, *etc.*).
 - Support the Association’s voting process and contribute to the organization of Executive Board meetings.
 - Support the Secretariat and the members of the Association in updating the different working resources (ex: Framework for National Public Health Institutes Development, Peer-to-peer evaluation tool, *etc.*) by organizing meetings and looking for funding.
- Management of membership dues:
 - Collect and monitor the membership dues for the consolidation of the annual accounts.

- Hiring process support:
 - Support the hiring process for the following intern.
- Coordination of the collaborative drafting of the IANPHI Annual Report 2024.

Strengthen the Network of Directors, Institutes and Partners (40%):

- Contribute to the organization and follow-up of meetings. Write meeting summaries and reports.
- Support the organization of the Global Annual Meeting.
- Organize and provide technical and follow-up support for IANPHI Thematic Webinars.
- Contribute to the prospection of potential Members.
- Support the organization of peer-to-peer reviews between NPHIs.
- Data management and communication:
 - Contribute to the Association's data management using the CRM database.
 - Regularly collect consent to save Members' and Partners' data according to European regulations (GRDP).
 - Communicate information to IANPHI Members and Partners (via MailChimp).
 - Provide support and answers to the IANPHI Members and Partners.

Activities linked to strengthening Regional Networks (10%):

- Support the Secretariat team in the work with the Regional Networks and their activities.

PROFILE

Education level: Masters student in a relevant field of studies

Experience: Desired experience in the public health sector or within an international association/organization/institution.

Knowledge:

- Fluency in French and English are required.
- Fluency in another language would be an advantage.
- Knowledge of international organizations working in the field of public health would be an asset.

Functional skills:

- Project management skills – planning and methodology
- Data use and interpretation
- Ability to analyze and synthesize
- Ability to write administrative documents (correspondence, calls for applications)
- Ability to write internal documents (notes, summaries)
- Mastery of Office tools (Microsoft Office Pack)
- Mastery of graphic and survey creation tools

Social skills:

- Excellent oral and written communication skills, capacity to inform
- Autonomy, initiative and proactivity
- Organizational skills
- Ability to search for relevant information and solutions
- Adaptability
- Ability to work in a team

This position is open to people with disabilities.

CONDITIONS

6-month internship contract.

Range of monthly salary: approx. 1 000 EUR net salary.

Remote working: 3 days per week maximum. 2 days per week at the Secretariat Office in Paris.

Meal tickets: 9,48 EUR (60% covered by the employer) per working-remotely day.

Public transport: 75% of the "Pass Navigo" covered by the employer.

Holidays according to French regulations.

Submission of resume (CV) and cover letter in English to secretariat@ianphi.org with the reference "IANPHI – Internship – Project and Program Assistant", by email before November 3, 2024 (23h59).