



## **Global Digital Health Network Program Management Consultant**

**Start Date and end dates:** May 2021-April 2022 with option to renew

**Total hours:** 130 days (approximately 20 hours per week)

**Location:** Remote

**\*Please include a cover letter and resume describing your interest and how you meet the qualifications.**

### **About the Global Digital Health Network**

[The Global Digital Health Network](#) (“the Network”) envisions a world where technical innovation supports improved health and contributes to better quality, accessibility and sustainability of health services and health outcomes, particularly for underserved populations in low resource environments. Formerly known as the mHealth Working Group, the Network was established in 2009 by global health organizations for global health organizations, and is a 4,000+ person-strong networking forum with members from 130+ countries to share information, engage with the broader community, and provide leadership in digital health for global public health. Our events and communications are a venue to share practical and flexible guidance with each other and the community. We also seek to engage with and learn from digital implementers in non-health sectors, so that we may strengthen our respective digital technologies.

The Network’s core functions include:

- **Convening:** Host open meetings with presentations by/for members on selected digital health topics, providing a global forum to discuss accomplishments and lessons learned.
- **Knowledge Management:** Facilitate sharing of experiences, lessons learned and resources.
- **Promising Practices:** Identify, develop, promote and advise the best available approaches for the development, implementation, and evaluation of digital health projects and practices; create and share tools and resources that enable adoption of promising practices and their adaptation to local circumstances.
- **Collaboration:** Identify and facilitate opportunities for joint activities and partnerships among members locally, regionally and globally, across sectors.
- **Capacity Strengthening:** Enhance skills and organizational capacities in digital health at all levels.
- **Advocacy:** Engage decision makers and stakeholders working in international health and development at all levels to mobilize planning and resources for digital health.



- Leadership: Leverage member strengths and support their ability to organize digital health efforts, including participation and leadership in member network activities.

The Network is currently recruiting a remote project management consultant to support its operations. The consultant will work under the management of the Network co-chairs.

### **Scope of Work**

#### **Proposed activities:**

- Operationalize the Network's Social Media Strategy and manage the Network's communications and social media platforms, including the listserv, website, Twitter, and LinkedIn, including developing guidance
- Support grant writing, annual work plan development, and work plan implementation monitoring
- Develop and implement knowledge management strategies to organize GDHN and Advisory Council shared resources
- Create communications materials for key Network audiences including members and potential donors including Event announcements, Forum Save the Date postcard, Sponsor Prospectus, and other materials
- Provide non-profit management operations support through managing contracts and payments for vendors, maintain Network calendars and stakeholder contact lists,
- Develop and implement M&E framework for the Global Digital Health Network
- Support event management functions for the Network's annual Forum including managing the abstract review process
- Provide technical and administrative support to adhoc Network programming

#### **Knowledge, Abilities, And Skills Required:**

- Interest in and commitment to the Network vision of a world where technical innovation supports improved health and contributes to better quality, accessibility and sustainability of health services and health outcomes, particularly for underserved populations in low resource environments.
- Experience managing social media platforms including Twitter, LinkedIn, etc
- Program management or non-profit management experience
- Experience using Google Drive to organize shared resources
- Experience using digital tools or software applications for communications and collaboration
- Self-motivation and the ability to work both independently and collaboratively
- Experience in monitoring and evaluation and digital health preferred
- Experience developing and implementing communications strategies preferred
- Experience in planning webinars and conferences preferred
- Minimum 3 years of relevant work experience and a Masters degree OR 5 years relevant work experience and a Bachelors degree



## **Application**

To apply, submit your cover letter and resume to [christina@globaldigitalhealthnetwork.org](mailto:christina@globaldigitalhealthnetwork.org) by Thursday, April 8, 2021.

***The Global Digital Health Network is dedicated to building an inclusive workforce where diversity is valued.***

***The Global Digital Health Network is an equal opportunity employer. Every qualified applicant will be considered for employment. The Global Digital Health Network does not discriminate based on race, color, religion, gender, gender identity or orientation, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.***