



Health Action International (Global)

A-Z Project Assistant Volunteer Internship

Terms of Reference

Background

Health Action International (HAI) is a non-profit, independent, global network of over 200 consumer groups, public interest NGOs, healthcare providers, academics and individuals in more than 70 countries, operating from four regional offices (Amsterdam, Penang, Lima and Nairobi) and HAI Global (Amsterdam). HAI promotes increased access to essential medicines and their rational use, through research excellence and evidence-based advocacy, and works to achieve a world in which all people, particularly the poor and disadvantaged, are able to exercise their human right to health.

'Politics of Medicines'; A HAI Fact Book

It is essential for HAI to maintain a strong knowledge base and share this base with our growing network of consumers, health care providers, public interest NGOs and policy makers in order to collaborate effectively and advocate policy changes that ultimately improve health for all. Therefore HAI has created a first-of-its-kind encyclopaedia of the politics of medicines from the perspective of the HAI expert network of consumer group, Non-Government Organisational, health care professional, academics, media and individual partners in more than 70 countries. The publication will be an interactive, web-based, 'wiki' encyclopaedia of existing knowledge in the politics of medicine, and whilst a number of essay-type publications are ready for posting, the website is not yet populated.

General

The overall objective of the position is to populated the Politics of Medicines website.

The successful applicant will:

- Acquire valuable experience of working in an international advocacy NGO
- Gain extensive knowledge of leading a project independently
- Gain extensive knowledge of the politics of medicines

Specific Responsibilities

The intern will work in close collaboration with the HAI Global team, and under the supervision of Renée Vasbinder, Administrative Coordinator MeTA Secretariat, and will:

- Edit the essays and publish them on the Politics of Medicines website
- Contact authors to write essays
- Carry out administrative duties relevant to this project
- Search out donors to fund a hard copy of the book.

Essential skills and competencies

- Excellent working knowledge of Microsoft Office
- Excellent in the English language.
- Excellent organisational skills
- Flexibility and ability to handle multiple tasks independently
- Commitment to HAI's values regarding medicines

Desired experience

- Previous experience/knowledge of editing
- Previous experience/knowledge of publishing articles on a website
- Previous experience/knowledge of health and related NGOs at the national and/or a Global level

Conditions of employment

This position is for a minimum of three months. The project will begin in mid-February, the exact starting date will be discussed with successful applicants.

This position is for a minimum of 32 hours per week.

Remuneration: €150 per calendar month. Please note: interns will be expected to make their own arrangements for travel to the Netherlands and accommodation.

Application: Please submit a covering letter (no more than one page) and an updated CV in English to Ms. Renée Vasbinder: renee@haiglobal.org. Applications will be reviewed on a rolling basis.

Please note: Applicants must have a student and/or work and/or residency permit for the Netherlands. Applications that do not meet with these specifications will not be considered.