



Program Coordinator – Access to Medicine

Job Title: Program Coordinator – Access to Medicine

Terms: Full time

Reporting to: Director, Programs

Base Location: Dollard-des-Ormeaux (QC) or Oakville (ON)

Background:

HPIC is a Canadian registered charity dedicated to increasing access to medicine and improving health for the world's most vulnerable people. HPIC works with Canada's pharmaceutical and healthcare industry to treat about 1 million people every year through a well-established network of Canadian volunteers and global partners. HPIC equips medical mission teams, stocks clinics and hospitals in impoverished communities, mobilizes medical relief during emergencies and builds local capacity. For more information, visit www.hpicanada.ca

Position Summary:

The Access to Medicine Program Coordinator is an integral part of the Program team. S/he is responsible for the coordination and management of HPIC's medicine donation initiatives/shipments. S/he is also responsible for establishing, maintaining and facilitating relationships with NGO partners interested in receiving medicine donations for their health projects overseas. A particular focus of this role is to ensure strong, collaborative partnerships that deliver effective and efficient program outcomes.

Duties and Responsibilities:

1. Program Coordination

- In collaboration with the Director of Programs, provide leadership and strategic direction to the access to medicine program.
- Develop and maintain procedures and tools related to medicine donations.
- In collaboration with the Program teams, develop an annual forecast of medicine needs for all projects.
- In collaboration with the Product Planning team, review inventory and make recommendations on product utilization, appropriateness and further requests to industry donors.
- Create and plan shipments of medicine donations and work with the operations team to ensure that all shipments are completed in a timely manner.
- Collect reports from partners and prepare donor reports and summaries as required.

2. Partnership Management

- Establish and maintain relationships with other organizations and understand their projects and needs for donated medicines and medical supplies.
- Oversee all aspects of partnership management from due diligence vetting, agreement development, needs assessment, as well as monitoring and accountability.
- Coordinate and share medicine offers with partners and in collaboration with other program coordinators, determine acceptance and allocation of offers based on needs and priorities.
- Research and develop relationships with new partners based on program priorities and product opportunities.

- Develop and implement new projects and initiatives that focus on improving access to medicine.
- Ensure adequate monitoring and reporting for all initiatives and projects.

3. Other Responsibilities

- Assist in the development of fact sheets, presentations and other program materials as needed.
- Represent HPIC in external meetings and events.
- Contribute to strategic planning in the area of medicine donations.
- Undertake projects and other duties as assigned by the Programs Director.

Qualifications and other Requirements:

- Educational background in international development, public health or a related field, and/or relevant work experience.
- 2-3 years of experience in a humanitarian relief or an international development organization.
- Training or experience in project design, planning and management.
- Knowledge or background in the pharmaceutical or healthcare field is an asset.
- Strong analytical and problem-solving skills.
- Good understanding of monitoring and evaluation frameworks and results-based management.
- Excellent organizational skills with the ability to prioritize and manage multiple responsibilities and meet deadlines.
- Strong interpersonal skills and ability to work effectively with multiple stakeholders.
- Excellent verbal and written communication in English. Good knowledge of French would be a strong advantage.
- Proficiency in Microsoft Office Suite.
- Ability and willingness to undertake occasional international travel.
- Commitment to HPIC's mission, vision and values.

The salary is commensurate with experience and qualifications. The position is open to individuals legally entitled to work in Canada.

Application process:

To apply for this vacancy, please send your resume, a cover letter and salary expectations to csharouty@hpicanada.ca by 7 June 2022. Please quote "Application for Access to Medicine Program Coordinator – Your Name" in the subject line.

We thank you for your interest in this position. However, only those selected for an interview will be contacted.