

Vacancy Medicus Mundi International

Medicus Mundi International – Network Health for All (MMI) is a network of organizations working in the field of international health cooperation and global health. The Network promotes access to health and health care as a fundamental human right and supports the efforts undertaken in this respect by its members. As an international NGO, Medicus Mundi International is a non-state actor in official relations with the World Health Organization. The MMI Secretariat is hosted by Medicus Mundi Switzerland. For more information, please consult the [MMI website](#).

To run the secretariat of MMI and to take care of its wide range of activities we are looking for an:

Executive Secretary, 40% (or 60% in combination with G2H2 Secretariat)

Place of work: Geneva (flexible)

Tasks:

- Network development and administration
- Organisational management
- Thematic work with Communities of Practice
- Advocacy and civil society networking

Qualifications: We are looking for a communicative, creative person with the following qualifications:

- Solid background knowledge in global public health and the actors working in this field.
- Sound experience and skills in civil society advocacy and networking.
- Knowledge of WHO/UN context and/or understanding of similar international and multicultural settings
- Excellent spoken and communication skills and proven experience in producing contents.
- Sound experience in knowledge management and the coordination of institutional processes, as well as strategic and administrative projects.
- Professional motivation at working with Civil Society Organizations and/or social movements.
- Familiar with digital platforms to support the organization of meetings and online events.

At the same time MMI and G2H2 are advertising a position as Executive Secretary for the Geneva Global Health Hub (G2H2) hosted by MMI. Find that job announcement [here](#). It is possible to apply for both positions within a 60% post. Please do so separately, by responding to both vacancy announcements.

For further information regarding the position of the MMI Executive Secretary, 40%, please contact Martin Leschhorn, President Medicus Mundi International, mleschhorn@medicusmundi.ch

Applications for the position of the MMI Executive Secretary (including motivation letter) should be sent by email to: Martin Leschhorn Strebel, Director Medicus Mundi Switzerland, mleschhorn@medicusmundi.ch, by **12 July 2024**.