



VACANCY ANNOUNCEMENT: POLICY OFFICER

The Northern Dimension Partnership in Public Health and Social Well-being (NDPHS) Secretariat in Stockholm, Sweden is looking for an enthusiastic self-motivated individual to join the team.

OPENING DATE: 18 DECEMBER 2020

CLOSING DATE: 31 JANUARY 2021

DESCRIPTION OF THE POSITION

The [NDPHS](#) is an intergovernmental organisation providing a platform for transnational cooperation in health and social well-being in the Northern Dimension area.

The NDPHS Secretariat is located in Stockholm, Sweden, and enjoys a status of an international legal entity. The Secretariat's mission is to provide administrative and technical support to the NDPHS and to ensure the continuity and coordination of the work of the Partnership.

The NDPHS' focus areas of work are antimicrobial resistance, alcohol and substance use disorders, HIV, TB and Associated Infections, Non-Communicable Diseases, Occupational Safety and Health, Primary Healthcare and Prison Health. These seven areas are addressed by the seven [NDPHS Expert Groups](#). In addition, four cross-cutting priority themes have been defined by the NDPHS governing bodies recently: **active and healthy ageing, digitalization, integrated care and mental health**.

The Policy Officer will support the NDPHS Secretariat in the development of processes and appropriate structures to ensure that these four cross-cutting themes are integrated in the NDPHS work. The outputs are to be defined in the process and depend on the ambition and skills of the appointed candidate but will include, as a minimum, development of policy briefs and organisation of policy level events.

WHAT'S IN IT FOR YOU?

You will be welcomed in a small, friendly, open minded and supportive team who believes in work-life balance, empowering the employees and encouraging initiative at a workplace. Our office is located in the Södermalm district of Stockholm.

THE TALENT WE ARE LOOKING FOR IS A PUBLIC HEALTH ENTHUSIAST WHO CORRESPONDS TO THE FOLLOWING CRITERIA:

FORMAL CRITERIA

- 1) Citizenship of an [NDPHS Partner Country](#). (A residence/working permit is not sufficient).
- 2) Fluency in English, which is the working language of the Secretariat.

PROFESSIONAL CRITERIA

- 1) Relevant university degree and at least 3 years of relevant work experience in public health, health or social care with a strong preference for candidates with experience in one or more NDPHS priority cross-cutting themes (active and healthy ageing, digitalization, integrated care and mental health).
- 2) Experience in drafting strategic documents.
- 3) Experience in organizing events and facilitating international collaboration processes.
- 4) Very good co-ordination and organisational skills.
- 5) Excellent writing skills, experience in content creating; communicates clearly, concisely and in an engaging manner.
- 6) Good computer literacy.

PERSONAL CHARACTERISTICS/INTERPERSONAL SKILLS

- 1) Excellent team player and has a positive mindset.
- 2) Curious, proactive and creative.

EQUAL OPPORTUNITIES

We value diversity in our workplace, and encourage all qualified individuals with diverse backgrounds to apply.

We apply equal opportunities and accept applications without distinction on the grounds such as age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

TERMS AND CONDITIONS

The contract is offered until 31 December 2023. The starting date is in Q1-Q2 2021, as agreed with the successful candidate. In the view of COVID-19 restrictions, first months

of the employment are possible as a remote work. First six months of employment are a probationary period.

The position is offered at Grade E as classified in the Personnel Handbook. The remuneration package includes pension allowance and vacation allowance.

The Secretariat's officials and their family members have access to the Swedish health care on the same terms as other Swedish residents. The fundamental conditions of employment at the NDPHS Secretariat are set out in the [Personnel Handbook](#).

HOW TO APPLY?

Please send a completed application form (attached) and your **motivation letter** together with your **CV in English** to secretariat@ndphs.org.

The deadline for application is **31 January 2021 23:59 CET**. The email subject line should be written as **"VACANCY POLICY OFFICER"**.

Please note that applications received after the deadline will not be considered.

Only short-listed candidates will be contacted.

A reserve list of candidates may be drawn up by the NDPHS Secretariat following the interviews and used should additional employment opportunities arise. The reserve list will be valid for 12 months after the closure of the selection procedure.

THE SELECTION PROCESS

Successful candidate will be selected based on the education, experience, motivation and personal characteristics. You are expected to reply within 7 working days from the receipt of the offer.

If an application is unsuccessful you may re-apply in the future.

Questions regarding the application can be submitted to the NDPHS Secretariat at secretariat@ndphs.org.



Northern Dimension
Partnership in Public Health
and Social Well-being
www.ndphs.org

APPLICATION FORM

PERSONAL DATA

Name:
Address:
Phone:
e-mail:
Date of birth:
Citizenship:

REFERENCES (please provide at least two)

Full name:
Name of the organisation:
Position held:
Phone:
E-mail:

Would you have objections against us contacting your present or past employer?

Yes

No

State possible start date for this job:

DECLARATION

I hereby certify that all information stated in this application form is true and complete to the best of my knowledge, and I am aware that any incorrect statement may invalidate my application. I authorise the NDPHS Secretariat to verify the information provided herein.

Date and Place:

Name and Signature of the Applicant: