

## Policy and Research Assistant

Women in Global Health

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### Background

About WGH and context: [Women in Global Health \(WGH\)](#) is a global movement with the largest network of women and allies working to challenge power and privilege for gender equity in health. WGH, launched in 2015 and registered as a US 501(c)(3) in 2017, has grown to include over 70,000 supporters in 90 countries and has 41 official chapters, with a strong presence in low- and middle-income countries. The virtual global team and its network of chapters drive change by mobilizing a diverse group of emerging women health leaders, advocating for governments and global health leaders to meet commitments made and commit to transforming their own institutions, and by holding those leaders to account.

WGH works in partnership with global health and gender equality agencies and organizations such as the World Health Organization (WHO), Gavi, Global Fund, and UN Women, and has been featured in CNN, NPR, EuroNews, the Lancet, and Devex for its work and maintains a robust presence via in-person and virtual events at major global health and international development forums, such as the World Health Assembly, High-Level Political Forum, and UN General Assembly. WGH is unique in its approach, connecting global and national policy-making to local reality and providing a platform for underrepresented women to be heard. In 2022 WGH was given special relations status with WHO.

About the role: Are you passionate about global health, gender equity, and challenging power structures? We need YOU to join our global movement! WGH is a hybrid organization. We have a small core team of paid full-time and part-time staff supported by passionate volunteers. We are still a startup in many aspects, yet we have achieved an impact on a global scale and now have sector-wide name recognition. WGH has catalyzed a global network of national and regional chapters aiming to enable women from around the world to engage at all levels in decision-making, particularly for women that are under-represented in global health leadership, and especially from low- and middle-income countries (LMICs).

We are now looking for a talented [Policy and Research Assistant](#) to support the production of two ground-breaking new reports by the end of the year. Candidates must have a proven track record in qualitative research (literature reviews, interviews) but should be comfortable handling data of all kinds. The role presents an unique opportunity to help research and author WGH publications, gain expertise on women's leadership in health, at the same time as expanding your network and becoming part of the WGH movement.

### Job Description



## Duties and Responsibilities

Under the general supervision of the Policy & Research Associate, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- Conducting and writing up literature reviews
- Supporting Chapters in developing and writing country case studies
- Coordinating data collection and analysis
- Drafting sections of text for the final reports
- Creating data visualizations and infographics
- Managing references and other data sources
- Proofreading and copy editing
- Supporting logistics and other preparations for an in person convening in September 2022
- Providing ad hoc support to the Policy team

## Person specification

\*indicates essential criteria for shortlisting

- Undergraduate degree\*
- Masters degree in relevant subject that included a research dissertation\*
- Fluency in English\*
- Working knowledge of a language other than English
- 1 – 3 years professional experience including project coordination\*
- Research skills in both qualitative and quantitative methods\*
- Knowledge of global health and/or gender policy issues\*
- Experience communicating data and research findings

## Anticipated Salary and Timeframe:

- Approximately \$2,500 per month (adjustments made based on experience/geography/cost of living)
- Timeframe: 5 months, full-time, remote work
- Anticipated start: Beginning of August 2022
- 30 day trial period

## Application:

To apply, please complete the [application form](#). The priority deadline to apply for this position is **31st July 2022**. However, applications will be reviewed on a rolling basis.

*\*Women, people from underrepresented backgrounds, and applicants from low-and middle-income countries are strongly encouraged to apply*

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