



Monday 9<sup>th</sup> March 2020

## VACANCY FOR POSITION OF EXECUTIVE DIRECTOR

The Pharmaceutical Society of Nigeria (PSN) founded in 1927, is one of the most organized and robust professional bodies in West Africa. In the past 90years, PSN has contributed immensely to the advancement of public health, humanitarian/disaster relief support and sustainable national development across Nigeria. To build on the various successes achieved by PSN and to sustain the various socio-economic impacts, the PSN Foundation was launched in October 2017 in Abuja

PSN Foundation was established to achieve the following objectives:

- Provide humanitarian assistance to alleviate the sufferings of the general public by the provision of Pharmaceutical products and services;
- Provide grants and scholarships and other financial awards to support Education and Research/Development in the training and practice of Pharmacy;
- Make awards in recognition of excellence in the training and practice of Pharmacy;
- Raise funds towards the philanthropic initiatives of the parent organization-the Pharmaceutical Society of Nigeria;
- Implementation of policies and programs on:
  - Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition (RMNCAH+N) continuum of care; and
  - Strengthening commodity supply chain delivery channels, including specific health areas such as Malaria and HIV; Vaccines; Pneumonia; and enteric diarrheal diseases such as rotavirus, cholera, and typhoid;
- Support and collaborate with other organizations in the field of Human Health Development, provided that activities arising from such collaboration do not conflict the aforementioned objectives and nor with the objectives of the parent organization-the Pharmaceutical Society of Nigeria.

The vision of the Foundation is “to achieve an improved system through specialized services and approaches”. The mission is “to harness and channel resources in ways that optimize Pharmacy’s contribution to health and national development”.

The PSN Foundation (PSNF) is looking for suitable candidate who can fill the position of Executive Director.

The purpose of this position is:

- To provide Strategic Leadership and Direction for PSN Foundation Management
- Management of the Foundation's day to day operations
- Provide support to the PSNF Core Management Team
- Provide administrative support to the PSN Foundation BoT and
- Perform other such duties that will ensure the achievement of PSNF's Objectives, and any other responsibility assigned by the PSNF BoT.

**Job Description:**

- Shall be responsible for the day-to-day management of the PSN Foundation;
- Seek for new and potential grants for the Foundation;
- Coordinates, obtains input, draws up and distributes agenda and records minutes.
- Prepares confidential and sensitive documents
- Handles all information requests to the BoT.
- Carries out background research and presents findings as assigned
- Shall finalize and present monthly, quarterly, and yearly progress reports of the PSN Foundation to the Board and other relevant arm of PSN;
- Ensure quality and integrity of implementation, including adherence to technical guidelines, administrative systems, and established deadlines;
- During the implementation of donor/partner funded projects, the Executive Director shall present program work plans and budgets to the Board for approval before they are shared with the respective donor/funder;
- Create and sustain an environment of mutual respect where team members strive to achieve excellence;
- Shall report directly to the Board of the PSN Foundation;
- Ensure smooth strategic coordination and execution of planned activities;
- Co-ordinate, track progress, review results and address challenges arising from program activities;
- Shall perform other necessary duties that will lead to the success of the PSN Foundation and other projects implemented by the Foundation or as directed by the Foundation's Board of Trustees.

## **Working Relationships:**

- The Executive Director shall work with the BoT and Management Team of the Foundation.

## **Knowledge, skills and Qualification:**

### Knowledge

- Knowledge in Development Sector Work including but not limited to: Grant Proposal Writing, Program Management, M&E, Advocacy, Research, etc.
- Knowledge in office management and secretarial duties.
- Knowledge in donor funded project management.
- Significant and strong understanding of managing a top executive office.
- Significant experience in and a strong understanding of the executive secretary processes, approaches, tools and organizational learning, that is up to date with best practices in the role.
- Have a strong knowledge of Nigeria RMNCAH+N policy, service delivery and a working knowledge of public health policies;
- Have strong report writing skills with competences in data analysis and data visualization;
- Have experience working in or with non-profits organization especially donor funded projects;
- Have experience in a Research, M&E or Project management;
- Have minimum of 8 years of relevant experience with international development programs working in NGOs, government or donor agencies;
- Ability to lead project teams across countries and play a hands-on and operational/ coordination role among multiple teams/ partners/ stakeholders;
- Candidate should be open to 40%-50% travel within and outside Nigeria
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrated the highest level of competency

### Skills

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Good Communication skills (both written and spoken)
- Strong analytical and problem-solving abilities.
- Good planning skills
- Develop and communicate clear messages from the BoT.
- Strong collaboration skills, able to build cooperation and negotiate compromises.

- Good inter personal skills and the ability to build relationships with management staff, partners, stakeholders and the public.
- Proven experience of using Microsoft office package.

**Qualifications:**

- A registered and licensed Pharmacist with minimum of 10 years of work experience managing large-scale projects in the healthcare space;
- Have a minimum of either a Masters' in Public Health or a Masters' in Business Administration or both;

**Location:**

Abuja and Lagos

**Application Procedure:** Submit a letter of application with your CV with contact details of 2 referees, the CV will be submitted as an attachment and the letter of application within the body of the email.

Please forward application to: [psnfoundaionnigeria@gmail.com](mailto:psnfoundaionnigeria@gmail.com) on or before 10<sup>th</sup> April 2020.

PLEASE DO NOT ATTACH COPIES OF CERTIFICATES. Only shortlisted candidates will be contacted for an interview.

PSN Foundation is an equal opportunity employer and encourages applications from qualified female candidates as well as those with any form of disabilities.