

## ITEM #10.2: Job Description I-DAIR CEO

I-DAIR is seeking to recruit its next Chief Executive Officer (CEO) to start in this role by 1 May 2023. The recruitment will be led by the I-DAIR Board based on the agreed job description for this key role.

### Job Description

#### Chief Executive Officer (CEO) International Digital Health & AI Research Collaborative I-DAIR

#### I-DAIR and the role

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1. Reporting to the international Board, the CEO leads the overall management and direction of the activities of I-DAIR both in Switzerland and throughout the growing global network. I-DAIR is a new international organisation, founded in 2020, with the mission to promote international cooperation in and provide funding for emerging digital technologies and health related sciences in order to advance health and well-being for all. While the Secretariat is located in Geneva, I-DAIR's work is distributed around a growing number of hubs (currently established in Geneva, Johannesburg, Nairobi, New Delhi, Santiago de Chile, Singapore and Tunis), and I-DAIR affiliate research centers. Additional hubs and affiliate centers in other locations will over time create a global network of research and innovation centers.

2. The CEO role is for a visionary, forward-thinking science and global health leader who is passionate about leading the organisation to grow and evolve to tackle some of the core challenges in the use of digital technologies for health and development through targeted, globally relevant, bottom-up designed research. Emphasis on equity and a strong drive to promote research and effective solutions together with and for LMICs shall thereby guide the CEO.

**Job Title:** Chief Executive Officer I-DAIR

**Reports to:** I-DAIR international Board

**Location:** Geneva, Switzerland

**Closing Date:** 16 October 2022

**Starting Date:** 1 May 2023

**Salary:** Competitive Salary reflective of living costs and salary standards in Switzerland.

**Process:** The recruitment process is led by the Board of I-DAIR through a search committee. A two-stage process is planned with in-person and/or virtual interviews.

## Duties and Responsibilities

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- Lead on developing and delivering I-DAIR's multi-year strategy and annual plans.
- Steer the growth of I-DAIR and manage it as a new international organisation with a growing global network of hubs and partners.
- Lead the Secretariat team by inspiring and motivating colleagues and building a sense of shared ownership.
- Develop and maintain effective relationships with current and potential donors and mobilise the resources for I-DAIR's work.
- Lead I-DAIR's engagement in relevant political processes and discussions, including but not limited to the G20, G7, AU, EU, among others through the liaison with the diplomatic network in Geneva.
- Establish and maintain contacts at senior levels across the global health and research architecture.

## Competencies and Experience

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- At least 15 years working experience at the executive level which demonstrates the capacity to lead and manage an international organisation, ideally at the nexus of global health and globally focused research.
- Proven diplomatic experience and networks at the international level.
- Strong interpersonal and communication skills with demonstrated cultural awareness and experience in building and maintaining successful partnerships with governments, leading research institutes, civil society, and the private sector.
- Confident people manager who inspires, mentors and motivates partners and staff, promoting diversity, equity and inclusion within the secretariat and network.
- Strategic and analytical thinker with sound judgment to realise and prioritize opportunities for I-DAIR.
- Experience in leading the development and the implementation of multi-year strategies and annual plans.
- Highly successful relationship manager with success in mobilising funding for globally meaningful projects.
- A deep understanding of the key challenges and opportunities of the digital transformation of health, especially in relation to research and LMICs.
- Comfort with ambiguity and making timely decisions in a rapidly changing environment.
- Fluency in English. Knowledge of French, Spanish or Arabic is desirable.

## How to apply

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3. Please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile meets the key requirements, skills and responsibilities of this role. Both documents should be submitted with the Reference "I-DAIR CEO" to [hr@i-dair.org](mailto:hr@i-dair.org).

Please note that only short-listed candidates will be contacted. I-DAIR is dedicated to building an inclusive workforce where diversity is valued. I-DAIR is an equal opportunity employer. Every qualified applicant will be considered for employment. I-DAIR does not discriminate based on race, religion, gender, sexual orientation, age, national origin or any other attribute protected by applicable law.

## Decision

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4. The Board approves the Job Description for the I-DAIR CEO and asks the search committee to start the recruitment process.

**Budgetary implications: None**