



**Medicus Mundi
Switzerland**

Health for all

The **Swiss Malaria Group SMG** is a multi-stakeholder network of Switzerland-based organizations actively involved in the global fight against malaria (<https://www.swissmaliargroup.ch>). Its membership includes academic members such as the Swiss Tropical and Public Health Institute (Swiss TPH), the public sector represented through the Swiss Agency for Development and Co-operation (SDC), non-governmental organisations, Swiss based international organisations as well as pharmaceutical and agro-chemical companies. The Swiss Malaria Group is a legally registered association co-funded by its members.

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

Executive Secretary, 40%

Place of work: Basel (flexible)

Tasks:

- Strategic planning and further development of SMG together with the SMG members
- Organisational management (including finances and personnel management)
- Advocacy work, public relations, and networking
- Leading projects and organizing events
- Knowledge management

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

- Proven experiences in advocacy work and public relations in the Swiss context
- Experiences in organisational management and knowledge management
- Proven ability to coordinate and organize meetings and events
- Background knowledge in infectious diseases, global health, and willingness to learn new technical aspects of malaria and its control
- Excellent written and oral English, French and German

Further information: Martin Leschhorn, Director Medicus Mundi Switzerland, 061 383 18 14.

Applications should be sent by mail to Martin Leschhorn Strebel, Director Medicus Mundi Switzerland, mleschhorn@medicusmundi.ch, by 10th March 2023.