

JOB DESCRIPTION

Position Title: Chief of Staff (CoS), CEO's office

Number of Position(s): 1

Reporting: CEO

Location: Delhi

Education: Graduate or Post Graduation in Engineering/ Business/ Public Health/ Economics or related fields

Experience/ Skills:

At least three years of experience in public health/ technology/ consulting/ data analytics from reputable organizations.

Necessary Skills

- Liaisoning/ managing multiple teams and functions
- Planning/ leading/executing strategic initiatives
- Strong project management skills, with focus on interdepartmental communications and deliverable tracking
- Data analysis, reporting and budget management
- Multi-Tasking

Language Proficiency: English and Hindi

Job Role:

The key deliverables will include (but not limited to) the following:

The role shall be carved out taking into consideration the profile, interests, and experience of the candidate; and other organizational requirements. Job responsibilities could include:

1. **Strategy:** Act as a strategic Advisor to the CEO and SMT. Oversee development of strategic plans and initiatives to achieve organization goals.
2. **Build synergies for maximizing outcomes:** Serve as a liaison between the executive team, staff, and external stakeholders to ensure consistent communication, involvement and timely decision-making to meet business objectives efficiently.
3. **Stakeholder Management:** Develop and maintain relationships with key internal and external stakeholders. Meaningfully engage and build connects with funders, partners, and government to meet the strategic priorities of the organisation.
4. **Research & Innovation:** Research on primary healthcare and related landscape, best practices, innovations and act as a conduit of knowledge from other organizations in the ecosystem.
5. **Policies & Procedures:** Drive procedural optimization across departments for

increased efficiency/ responsiveness of existing operations and help define new operational strategies by working closely with CEO and other senior leaders

6. **Administrative Responsibilities:** Oversee daily operations in collaboration with senior leaders, and provide requisite support to CEO for managing calendars, generating correspondence, maintaining repository of knowledge documents, planning and coordinating critical to business meetings, maintaining confidential files records etc.
7. Represent CEO in meetings, via email, and phone with internal and external audience- Serve as a single point of contact for handling queries, developing action plans, and assisting with preparation and dissemination of critical communications/ plans/ key initiatives from CEO's office.
8. Critically think through situations to arrive at sound business decisions in line with the organisation's vision, mission and values.


Any other reasonable duty assigned by supervisor that is consistent with the nature of the job and the level of responsibility.

Personal Attributes:

- Demonstrates integrity, ethics, compassion and respect;
- Passion for results- Highly motivated and resourceful; demonstrates high accountability, ownership and a go getter attitude; takes initiative and drives results;
- Demonstrates speed, agility and innovation in thought and in action;
- Decision-Making: S/he has the ability to evaluate risks and opportunities; uses analytical and problem-solving skills to arrive at sound business decisions;
- Result Focused: S/he effectively manages time and deliverables for self and team; has a strong sense of ownership; is able to multi-task and work under pressure; demonstrates attention to detail and sets high benchmarks;
- People Management: Demonstrated leadership capacity to build and lead technology teams; possesses strong interpersonal abilities and provides necessary direction to team with focus on skill building, overall staff development, enhanced performance and engagement levels; Emotionally intelligent, perceptive and demonstrates inclusiveness and diversity;
- Willingness and ability to travel extensively.

About us:

Lords Education and Health Society (LEHS) is a not-for-profit entity that was established in 2003. In 2014, the Wadhvani Initiative for Sustainable Healthcare (WISH), the flagship program of LEHS, was established. LEHS|WISH works towards improving the quality of and access to primary healthcare services for the under-served communities in India. WISH is implementing healthcare models through partnership with state governments, international agencies and the private sector by appropriately introducing promising healthcare innovations in the public health system in order to build an equitable, innovation-led and evidence-based quality healthcare system within easy reach of the underserved populations. LEHS|WISH is committed to building an equitable, quality-assured, innovation-led ecosystem that makes healthcare accessible to the most underserved.

Our Values At LEHS WISH we strive to live our values	Our Purpose- Vision, Mission and Goal At LEHS WISH our purpose governs all our action															
<table border="1"> <tr> <td>C</td> <td>Compassion</td> <td>Towards the people we serve</td> </tr> <tr> <td>R</td> <td>Respect</td> <td>For our work and partners through accountability</td> </tr> <tr> <td>I</td> <td>Innovation</td> <td>In product offerings and overall thought process</td> </tr> <tr> <td>S</td> <td>Speed</td> <td>Agile and efficient approach to our work</td> </tr> <tr> <td>P</td> <td>Perseverance</td> <td>For results</td> </tr> </table>	C	Compassion	Towards the people we serve	R	Respect	For our work and partners through accountability	I	Innovation	In product offerings and overall thought process	S	Speed	Agile and efficient approach to our work	P	Perseverance	For results	 <p>Vision: Quality healthcare for all</p> <p>Mission: To improve primary health care systems through innovation.</p> <p>Goal: To facilitate access to affordable and high-quality healthcare for 100 Million persons in the developing world by 2027.</p>
C	Compassion	Towards the people we serve														
R	Respect	For our work and partners through accountability														
I	Innovation	In product offerings and overall thought process														
S	Speed	Agile and efficient approach to our work														
P	Perseverance	For results														

Our Approach

Our work is positioned at the intersection of **primary health care** and **innovations**.



LEHS|WISH is an equal opportunity employer. All candidates applying for the position should submit their resume and cover letter specifying the position name in the subject line along with notice period and current/ expected compensation details to career@wishfoundationindia.org

Date of job posting: June 15, 2023

Apply before June 30, 2023 for best consideration