



# BRIEFING NOTE FOR GOVERNMENTS AND ORGANISATIONS

**SECONDMENTS TO THE OFFICE  
OF THE COVAX FACILITY**

In a spirit of partnership and co-creation, we are extending a call for secondments to the Office of the COVAX Facility – open to governments and relevant organisations. The pace and complexity of COVAX require full dedication of a skilled and experienced organisation. To date, the Facility has leaned on professionals from within the Gavi Secretariat, but it is now time to ensure full focus on Facility objectives and increase our capacity to deliver as rapidly as possible. We are looking to governments from self-financing and AMC eligible participants as well as other partner organisations to support our efforts to achieve the shared vision of a rapid and equitable end to the COVID-19 pandemic. Given the timelines under which we are operating, we are seeking nominees that would be available immediately. Further details on what we are looking for and the secondment process are laid out below.

## APPROACH TO SECONDMENTS

The COVAX Facility is a unique multilateral effort requiring a broad array of profiles and skillsets to effectively support its operations. Support in the form of secondments will be vital to ensure resourcing adequate to deliver on its mission. However, it is important that Gavi maintains a consistent and fair approach to bringing onboard new resources regardless of the source of those profiles. The below lays out a few core principles / processes underlying our approach to secondment:

### Best and brightest

The Facility is a historic undertaking in its scope, ambition, and complexity, and we seek the best and brightest candidates, in line with standard Gavi policies and practices. We welcome profiles across multiple levels of seniority who can hit the ground running and make meaningful contributions in their areas of expertise from day one.

### Fit-for-purpose

The Facility seeks to fill a wide range of resourcing gaps and welcomes governments and other supportive organisations to advance high-quality profiles that match previously communicated resourcing needs. While the Facility welcomes secondees, it is simultaneously exploring other recruitment channels both internally and externally and will consider all received candidates equally. Once the Facility believes it is adequately resourced for any given role, it will not continue to bring on additional resources for that role.

## Diversity and inclusion

The Facility actively seeks to promote diversity and inclusion and welcomes a diverse set of profiles. At an organisation level, we believe our six core values – respect, openness, accountability, innovation, teamwork and country-driven approaches – must be underpinned by the principles of antiracism, social justice, equity, diversity, and intersectionality.

## Conflict of Interest

The COVAX Facility has many stakeholders, and it is important that the Facility is able to serve all of these stakeholders fairly and equitably. As such, secondments should not be vehicles for governments or other organisations to gain privileged access to information or ability to influence policy/operations. The expectation is that secondees always maintain a high degree of professionalism, adhere to all Gavi policies (including the Gavi Conflict of Interest Policy, Conflict of Interest declarations, and any Non-Disclosure Agreements), and advance the interests of the COVAX Facility. This expectation will be heightened for more “sensitive” roles (e.g., manufacturer engagement and negotiations). At this moment, the Facility welcomes profiles for all previously communicated resourcing needs. During the secondment, the secondee must devote the whole of his or her working time to Gavi’s business and must not accept any other work or position, paid or unpaid, which may hinder or otherwise interfere with his or her duties, unless specifically agreed.

## Confidentiality and Segregation of duties

consideration will be given to the requirements of the role, need for access to Gavi’s systems and information and appropriate segregation of duties.

## Speed

Gavi seeks to fill resourcing gaps as quickly as possible and is expediting its standard hiring processes.

## Due process

However, speed will not come at the expense of a fair, competitive process. All profiles will be asked to complete a written assessment and a panel interview before final selection. This ensures that Gavi can select the most qualified profile for the need, especially in the event that multiple profiles have been advanced for the same role.

## Compensation and benefits

The Facility expects the seconding government or organisation to continue covering the secondee's salary and other benefits during the secondment period. Relocation expenses, if any, shall be borne by the seconding organisation.

## Time frame

The Facility welcomes secondees for a period of 12 months. The minimum secondment length is 6 months.

## Location

The Facility actively supports remote working so as not to expose employees to undue risk though has a preference that secondees are based in Central European or neighboring time zones to facilitate collaboration. When feasible (e.g., safe to travel), we can discuss the possibility of relocation of secondees to Geneva, Switzerland.

## Work permit/visa

The Facility expects the seconding government or organisation to ensure that the Secondee has the appropriate entitlement to work in their work location.

## Onboarding

The secondee's hiring manager will be responsible for orienting and onboarding the secondee upon his/her start. Additional details to be made available for selected secondees.

## LIST OF DESIRED PROFILES

The Office of the COVAX Facility is built upon several pillars: finalizing policies/design and operationalizing them; continuing to engage with countries; engaging with manufacturers for prospective deals and negotiating those deals, and mobilizing resources (both in support of AMC countries, as well as supporting participants and in particular UMICs in thinking through innovative

financing methods). We are looking at multiple roles to be filled across these pillars some of which have been posted of the Gavi careers site as well as additional ones in areas such as Finance, Legal, HR, IT, Governance and Administration. Each of these roles requires strong oral and written communication skills and the ability to effectively work with stakeholders inside and outside of the organisation. These roles include:

- Technical experts in the following fields: vaccine regulatory, manufacturing, product development, health technology assessment
- Professionals with experience in policy design and implementation (manager level, working team level)
- Project managers with track record coordinating complex, large, multi-stakeholder projects (manager level and working team level)
- Experienced "business development" professionals, with background in Pharmaceutical/Vaccines and track-record of negotiating deals/alliances with companies for the interaction with manufacturers (manager level and working team level)
- Lawyers with experience in commercial contracts negotiation, ideally in the healthcare, pharmaceutical, and/or financial industry
- Finance Operations professionals with experience in transactions management (working team level)
- Governance professionals with strong organizational skills and experience supporting complex, multi-stakeholder governance processes to reach consensus
- Professionals with experience engaging with country stakeholders (e.g., ministry of health, ministry of finance) and/or development banks in the context of policy developments
- Analysts with experience building demand and forecast models (ideally in Vaccines or Pharma) and/or pharmaceutical portfolio modelling

## Selection process

Seconding governments/ organisations are invited to share candidate profiles and CVs that match the needs described above. Interviews will be conducted on a rolling basis until all positions are filled.

1. Seconding governments/ organisations should send profiles and CVs to [joincovax@gavi.org](mailto:joincovax@gavi.org) indicating which role is envisioned for the profile.
2. All received profiles will go through an initial vetting process before being forwarded to the respective hiring manager(s).
3. Short-listed candidates are invited to complete a writing test and sit for interview(s). The interviewers and format of the interview will vary depending on the role.
4. The hiring manager or Gavi HR will communicate the final decision to the candidate.

