

## Policy Officer (100%)

Fondation Botnar is a Swiss foundation established in 2003 with the core purpose of improving the health and wellbeing of children and young people in growing secondary cities around the world. To achieve this, Fondation Botnar acts as a catalyst, connecting diverse partners and investing in solutions that leverage artificial intelligence (AI) and digital innovation.

Our growing team of motivated experts is currently implementing a new strategy. The management office in Basel is the hub of our activities, responsible for the implementation of projects and programs together with partners in selected countries.

### **Job context**

Fondation Botnar aims to be a lead supporter and catalyst in shaping the artificial intelligence (AI) and digital global agenda for health and wellbeing, with an emphasis on low- and middle-income countries (LMICs) by engaging with experts and thought-leaders from the global south and building a trusted reputation among key stakeholder groups and audiences.

Part of achieving this goal is the understanding, analysis and informed decision-making in the digital health policy environment. Reporting to the Engagement and Communications Manager, the Policy Officer will support Fondation Botnar in convening and coordinating a network of global leaders in the area of AI and digital health toward achieving Universal Health Coverage (UHC) by 2030. The Policy Officer will work closely with several members of the team, including the AI/Digital Health Program Manager and the Engagement and Communications Manager. They will support the organisation in identifying, prioritising, and analysing relevant policies and related issues connected to the application of AI, digital technology, and data for health - including ethics and equity, and providing positions on these for communications activities. This exciting role will give valuable input into shaping the actions, activities and campaigns that Fondation Botnar initiates and participates in.

The Policy Officer is a member of the Engagement and Communications team, reporting to the Engagement and Communications Manager.

### **Specific responsibilities**

#### *Advocacy & campaigns*

- Convene and coordinate network/s of global leaders and key stakeholders on AI/Digital solutions for Universal Health Coverage (UHC), including preparing summary reports, agendas, briefing notes, and supporting communications materials.
- Provide partnership building (i.e. identifying key areas of mutual interest and relevant partners) and advocacy support to Fondation Botnar strategic partnerships, memberships and campaigns, including events and consultations.

#### *Policy research & analysis*

- Analyse, research, and review existing relevant AI/digital health policies and networks, and their efficacy toward achieving UHC and the health-related Sustainable Development Goals (SDGs).
- Conduct routine policy analysis of trends and priorities related to the application of AI, digital technology, and data for health (e.g. trust, transparency), including ethics and equity, as well as

emerging issues (e.g. transhumanism), also related to young people, urban environments, and prepare regular analysis and policy briefs/reports.

#### *Policy positions & knowledge dissemination*

- Prepare Fondation Botnar positions on relevant digital health policies, issues, and related topics, as well as on adjacent topics relevant to Fondation Botnar, including urban health and the young people's agenda.
- Provide knowledge products (e.g. reports, briefs, analysis) and input into the development of communications materials (e.g. speeches, blogs) related to AI/Digital health policy analysis, and on occasion co-author articles.

#### *Other*

- Act as a deputy for the Engagement and Communications Manager.

#### **Qualifications**

- At least 5 years' work experience in an international context.
- Work experience in digital health is required, additional experience in public health preferred.
- Work experience in the private, government or non-profit sector is desired.
- Advanced degree (PhD or Master) in international relations, social sciences or related fields.
- Strong research and analytical skills, and experience assessing and advising on relevant local, regional and international policies covering adolescent health, digital technologies/AI for health, public health data management.
- Demonstrated knowledge of human rights and ethical issues.
- Experience in stakeholder consultation and partnership management is desired.
- Experienced and comfortable working remotely with team members and partners.

#### **Desired competencies**

- Ability to perform in fast-paced environments.
- Positive outlook; problem solver; high learning agility.
- Ability to communicate and work with a diverse set of people.
- Ability to take initiative to meet goals and objectives.
- Strong initiative and commitment to meeting agreed goals and objectives.
- Strong writing and editing skills in English, knowledge of German and French would be an advantage.

#### **Our offer**

We are working at the forefront of sustainable development and offer an environment in which entrepreneurial thinking, innovation, autonomy, and team spirit is highly valued.

Located in the centre of Basel, our staff has access to state-of-the-art facilities and flexible working arrangements.

#### **Application and selection process**

The preselection of suitable candidates will be carried out by cinfo ([www.cinfo.ch](http://www.cinfo.ch)). Interested and qualified candidates should submit their application (CV and motivation letter) online by **28 December 2018**. Candidates should have a valid work permit for Switzerland or an EU passport.

[Online application](#)

For further questions please contact Ms. Nina Prochazka, Head of IC Network, at [recruitment@cinfo.ch](mailto:recruitment@cinfo.ch) or +41 32 365 80 02. First round of in-person interviews: *January 2019 in Bienne/Switzerland (or via Skype)*.