**Global Partnership for Zero Leprosy**

**Position description and candidate profile**

**for the role of Executive Director**

Position description

**The organization**

The Global Partnership for Zero Leprosy (GPZL) is a multi-stakeholder global coalition of organizations and individuals working towards zero leprosy: zero transmission, zero disease, zero disability, zero stigma and discrimination. Since its founding in 2018, GPZL has made encouraging progress in establishing and beginning to implement a consensus agenda for accelerated research related to the goal of zero leprosy; and building and implementing a zero leprosy country model designed to support endemic countries from situational analysis through to action plans to achieve zero leprosy.

GPZL is governed by a Leadership Team, which consists of up to 19 people representing the broad range of stakeholders. Operations under GPZL are funded by three donors working in collaboration: Novartis, Sasakawa Health Foundation, and the International Federation of Anti-Leprosy Associations (ILEP).

Until June 2023, the Partnership’s Secretariat was hosted by the Task Force for Global Health. The Leadership Team has subsequently adopted a refreshed strategy to accelerate towards its zero leprosy goal. The intention is that GPZL should now become an independent body, responsible for driving forward execution of its objectives and strategies. GPZL is now establishing the role and recruiting an Executive Director who will be appointed by and accountable to the Leadership Team. The appointee will work with the Leadership Team to determine what Secretariat roles and support may be needed. The Executive Director will not be managing a large budget or staff team.

**Role purpose and accountability**

As the new Executive Director (ED) of GPZL, you will lead seamless execution and support the GPZL partners towards achievement of GPZL’s purposes and objectives. The objectives for GPZL are outlined in the GPZL Charter and in its annual business plans and budgets.

**Term and location of role**

The ED is envisaged to be a permanent role, taking effect from a date to be mutually agreed. During the first half of 2024, GPZL is likely to be incorporated and registered as a legal entity, in a location that is yet to be determined. However, the Leadership Team has confirmed that the ED may, in principle, be based anywhere in the world. The Leadership Team particularly encourages interest from potential applicants in low- and middle-income countries.

**Key relationships**

*External*

* World Health Organization (including WHO NTDs, Global Leprosy Program, Regional Offices and other relevant connections)
* Major institutional donors
* Other key stakeholders in the global health world including Skin NTDs and leprosy

*Internal*

* Chairperson, Leadership Team and Steering Committee, a subset of the Leadership Team
* Leaders of strategic pillar groups and any other working groups
* Other Secretariat personnel
* GPZL funders

**Main responsibilities**

1. **Advocacy and resource mobilization**

* Marshall the engagement, resources and skills of partners in the implementation and monitoring of GPZL’s strategy.
* Maintain a network of advocacy leaders and institutional funders among and outside partner organizations, to promote a culture of impactful advocacy and effective high-level fundraising.
* Maintain an overview of key external trends and challenges and work with partners on how to position GPZL strategically in response.
* Convene and coordinate partners to develop and implement GPZL’s plan of engagement with policymakers, decisionmakers and funders globally and achieve common advocacy and resource mobilization goals and campaigns.
* Build and maintain good relationships with key NTD, leprosy and other relevant global health stakeholders at global and country level.
* Ensure effective representation of GPZL in relevant forums and contexts where it can influence policies, strategies and resourcing decisions that may impact on persons affected by leprosy.
* Build formal relationships of GPZL (once registered as a legal entity) with WHO and other relevant organizations to support advocacy and impact.

1. **Management**

* Support the development of GPZL’s strategy and annual business plans and budgets.
* Under supervision by the Steering Committee, work in collaboration with the pillar groups to drive the delivery of GPZL’s strategy and business plans, and report on their implementation.
* Manage all facets of implementing the annual business plan and provide regular reports on its progress.
* Manage relationships between the various partners, stakeholders and funders to ensure seamless execution of GPZL’s goals and objectives.
* Ensure the effectiveness of GPZL by mandating clear roles and responsibilities and being responsible for delivering on the agreed strategic objectives.
* Ensure timely completion of funding agreements with donors and the provision of reports in accordance with those agreements.
* Manage GPZL operations within budget and provide quarterly reports against it, giving early warning of any budget-related issues.
* Manage and oversee the work of the Secretariat (including adequate mechanisms for recruitment, training, development, and review of Secretariat staff)
* Actively engage with leaders and coordinators of pillar groups, and any other workgroups, to ensure that key deliverables in the milestones/business plan are being met.
* Ensure GPZL is meeting its objectives and goals by assessing progress against key performance indicators.

1. **Policy and communications**

* Ensure that an appropriate framework of financial, governance, HR, operational and other relevant policies is in place.
* Ensure that all operations are in line with the GPZL Charter, values and policies.
* Oversee maintenance of GPZL’s website by secretariat (adequate flow of quality information updates and bulletins to partners and stakeholders.)
* Maintain a network of communications officers among partner organizations.
* Maintain connections with country and research partners, providing relevant progress updates, answering questions and responding to concerns.
* Keep Leadership Team, Steering Committee and donors informed of progress and any obstacles.

1. **Governance**

* Organise virtual and in-person meetings of Leadership Team and Steering Committee, building agendas with relevant pre-read materials and timely documentation of discussions and decisions in meeting minutes.
* Oversee maintenance of records by the secretariat (Archival of meeting minutes, decisions, and other relevant documents)
* Drive Monitoring & Evaluation for key projects under scope of GPZL, engaging relevant experts to demonstrate the impact.
* Ensure that all governance structures, including pillar groups and any other working groups, receive the support, advice and information that they need to be effective.
* Maintain regular liaison with GPZL Chair.
* Maintain awareness of the internal and external risk environment and report regularly to the Steering Committee on areas of significant risk.
* Ensure that GPZL complies with and discharges all constitutional and legal obligations.
* Onboard future Secretariat and support in the establishment of Secretariat roles and responsibilities.

Candidate profile

The Executive Director will be a dynamic, proven leader with relevant managerial experience in Global Health and Development, and with demonstrated success in delivering advocacy and funding objectives. The ED needs to possess academic degree(s) relevant to the role, and be passionate about GPZL’s mission and its potential. The ED must have significant leadership, management and governance-related experience, especially in building and leading partnerships and coalitions whose collective efforts are required to achieve the desired end result. A strong existing base of contacts in the UN system, among policy makers and global funders, will be a major advantage.

Skills & competencies that GPZL is expecting for the role include:

* **Strategic vision:** Ability to lead and execute an effective strategy and to innovate.
* **Networking abilities:** Strong internal and external networking and influencing skills to build and maintain relationships with key stakeholders.
* **Global perspective:** Understanding of global issues and the ability to work across diverse cultural contexts.
* **Communication skills:** Excellent public speaker, able to effectively communicate the organization's mission, impact, and funding needs to various stakeholders.
* **Leadership skills:** Credibility, authenticity and ability to inspire, as well as to articulate and engage behind a shared vision. Determination balanced with humility, coupled with empathy, and active listening. Inclusive leadership that fosters collaboration, cooperation, and buy-in.
* **Integrity:** Persistent commitment and the assurance to consistently uphold to highest global ethical standards.
* **Results-Oriented:** A focus on achieving measurable results and a commitment to the organization's overall success. Ability to seize opportunities and marshal collective action to achieve results.
* **Adaptability:** Capacity to work rapidly and accurately under pressure and to quickly define and adhere to priorities. The ability to navigate and adapt to changes in the external landscape.
* **Political savvy:** Awareness of political dynamics and the ability to navigate these complexities.
* **Language:** Fluent in written and spoken English. Additional languages are an asset.