



Job Offer: Program Assistant

We are looking for an all-round, versatile and reliable Program Assistant to handle the large spectrum of speaker and program-related responsibilities around the World Health Summit, both online and offline. Start: asap, latest March 1, 2022.

The successful candidate (w/m/d) should be a team player with excellent communication skills in English and German, should have professional experience at an appropriate level, and completed studies, ideally in global health or a related field.

About the World Health Summit:

The [World Health Summit](#) is one of the world's leading strategic forums for global health. Under the traditional patronage of the German Chancellor, the French President, the President of the European Commission, and the Director-General of the World Health Organization (WHO), the World Health Summit brings together leading international experts from science, politics, industry, and civil society to set the agenda for a healthier future. More than 300 speakers and 6.000 participants from 100 nations participate in Berlin and online. The academic backbone of the World Health Summit is the M8 Alliance of Academic Health Centers, Universities and National Academies, a growing network of currently 30 institutions in 20 countries.

The World Health Summit is organized and administered by the WHS Foundation GmbH, a 100% subsidiary of Charité – Universitätsmedizin Berlin.

Key Responsibilities:

- Communicate with individuals and appropriate bodies, and receive and organize communication related to speaker and program-specific tasks.
- Create specific strategies for easier and effective execution of the program, speaker management, and related projects.
- Assist with maintaining contacts with stakeholders who may be interested in investing/participating in the World Health Summit program.
- Oversee tasks assigned to chairs/speakers as instructed by the Director
- Support chairs/speakers and ensure that they adhere to program specification and guidelines
- Keep records of all information related to program/speakers for documentation, clarification and presentation to management
- Draft program proposal ideas and present them to the Director
- Assist with fostering and organizing efficient communication with the World Health Summit network and the M8 Alliance in the creation of the program

Required Software Skills:

Microsoft Office 365, CRM Dynamics, Adobe Acrobat Pro

Position:

Full-time, permanent. Salary: Based on the public service collective agreement (TVöD). Workplace: Berlin, Charité, Campus Mitte. Start: asap, latest March 1, 2022

Application:

Please email your resume until **January 31, 2022** to jobs@worldhealthsummit.org

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