

## Government & Stakeholder Relation Manager

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Company: Noora Health

Location: Indonesia

Category: other-general

Yayasan Noora Health (YNH) was established in 2023 to implement the evidence based and globally recognized Care Companion Program (CCP).

YNH is affiliated to and works closely with Noora Health, a US based health systems strengthening organization, that designed, developed, and implements the Care Companion Program. The CCP focuses on training and empowering family members of patients across the health system, equipping them with high-impact health skills required to become impactful caregivers to their loved ones and enable their recovery at home. The CCP is currently implemented at >500 health facilities in India and Bangladesh.

YNH will support and assist the Indonesian public health system to implement CCP across city, district, provincial, and national levels, thereby enabling improvements in health outcomes for patients and improved quality of health services and care delivery.

According to Noora Health's discussions with East Java health provincial office and as per the MoU between Noora Health and District of Pamekasan on Care Companion Program Implementation, YNH will conduct a TOT (Training Of Trainers) for Health workers (Nurses/midwives/bidans) in order to train caregivers across East Java.

### ABOUT THE ROLE

As a Government and Stakeholder Relation Manager you will be responsible for supporting the Country Director and Program Team in facilitating the organization's engagement with key stakeholders. This includes:

Providing administrative and events coordination support to team members on key initiatives

and projects to improve quality to enhance the organization's performance.

Coordinating the capture of key feedback from stakeholders, collaborating with internal sections to escalate and solve issues or concerns raised.

## WHAT YOU WILL DO

Assist the Country Director and Program Lead, including administrative and events management support.

Provide support for the organization's engagement in national forums.

Provide administrative and events management support to the Director and team members on key initiatives and projects.

Coordinate key feedback from partner organizations, collaborating with internal sections to escalate and solve issues or concerns raised.

Coordinate team tasks, schedules, and other relevant activities.

Coordinate cross-group activities including diary management and support for the Country Director.

## WHO ARE WE LOOKING FOR

Bachelor's degree in any field with 3+ years' work experience in general affairs, stakeholder relation (government, client/customer, etc.).

Experience providing high quality administrative support.

Excellent organizational skills and the demonstrated ability to self-manage multiple competing priorities while working to tight deadlines.

Knowledge of government processes and procedures.

Capacity to work both independently and productively as part of a small, geographically dispersed team.

Strong data literacy and reporting skills, including high level excel skills.

Effective written and oral communication skills and demonstrated ability to communicate information coherently and concisely.

## GOOD TO HAVE

Good English proficiency

Good negotiation skills

Able to join immediately

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