



# Position Specification

**Gavi, the Vaccine Alliance**  
General Counsel

## Gavi, the Vaccine Alliance

Gavi, the Vaccine Alliance, is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. Gavi brings together developing country and donor governments, the World Health Organisation, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. This is a complex alliance ecosystem. View the full list of donor governments and other leading organisations that fund Gavi's work here: <https://www.gavi.org/investing-gavi/funding/donor-profiles>.

Gavi uses innovative finance mechanisms, including co-financing by recipient countries, to secure sustainable funding and adequate supply of quality vaccines for the poorest communities in the world. Gavi brings together the public and private sectors with the shared goal of creating equal access to new and underused vaccines for children living in the poorest countries.

Gavi is committed to working with its partners to protect the next generation and realise its mission to save lives, reduce poverty and protect the world against the threat of epidemics. Since 2000, Gavi has contributed to the immunisation of and the prevention of more than 16.2 million future deaths, helping to halve child mortality in 73 lower-income countries and creating economic benefits of over \$185 billion for the countries in which it operates. At the Global Vaccine Summit in June 2020, world leaders pledged US\$ 10.5 billion to ensure Gavi can continue to amplify this work and immunise 300 million children between 2021 and 2025.

Whilst Gavi plays a key role in improving global health security by supporting health systems as well as funding global vaccine stockpiles for Ebola, cholera, meningococcal and yellow fever vaccines, its five-year strategy, set out in 2019 by the Board, has a vision of "Leaving no one behind with immunisation". This includes working within Gavi's mission to save lives and protect people's health by increasing equitable and sustainable use of vaccines. Gavi continues to drive towards this original mission. Building on successes of the previous strategic periods, Gavi 5.0 had several key shifts to deliver on its mission, including:

- A core focus on reaching "zero-dose" children and missed communities, with equity as the organising principle
- More differentiated, tailored and targeted approaches for Gavi-eligible countries
- An increased focus on programmatic sustainability
- Providing limited catalytic support for immunisation and select vaccine introduction in lower and middle-income countries

In 2020, Gavi raised US\$ 10.5 billion from its donors to deliver on its 5.1 strategy from 2021 – 2025. Meanwhile, the organisation also raised US\$ 12 billion in its work as the co-lead of COVAX, the Covid Vaccine Delivery Programme, with the Coalition for Epidemic Preparedness Innovations (CEPI), UNICEF and the World Health Organisation (WHO), alongside its key delivery partner UNICEF, that has put the organisation firmly at the top of the global health landscape: the use of vaccines is more relevant than ever as global pandemics loom large on our horizon. COVAX has shipped more than 1.96 billion COVID-19 vaccine doses to 146 economies.

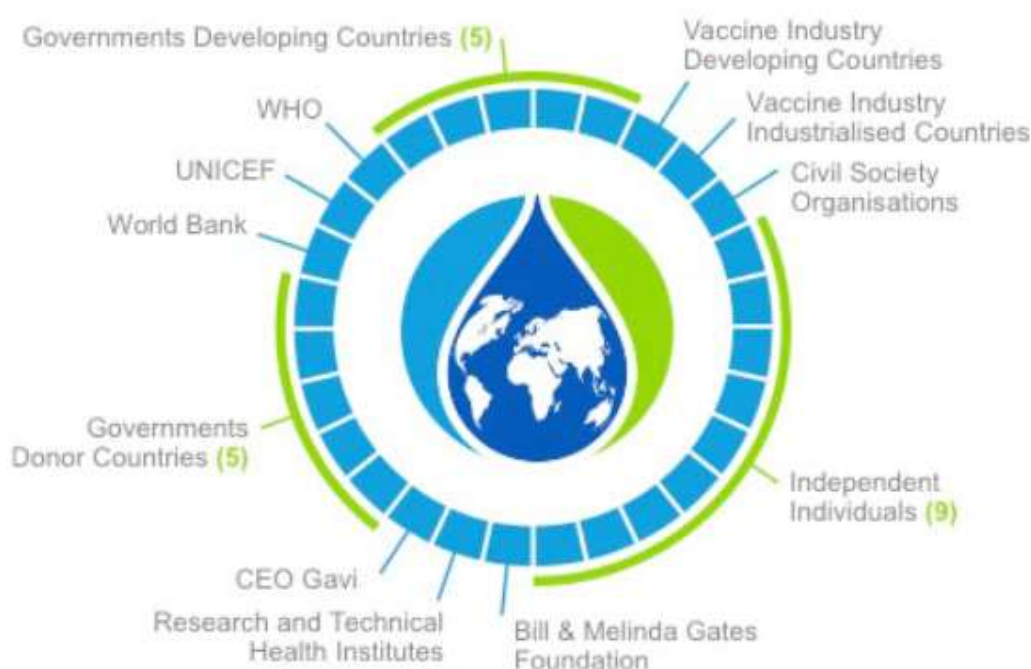
Importantly, Gavi's work to accelerate the development and manufacture of COVID-19 vaccines, enabled fair and equitable access to COVID-19 vaccines for every country in the world, with emphasis on the lower-income economies most in need. As the pandemic emergency recedes, COVAX activities are currently being integrated into the core mission of Gavi.

## The Gavi Governance Structure

Originally hosted by UNICEF at its launch in 2000, Gavi became a Swiss foundation in 2009 and has been granted international institution status in Switzerland with special privileges and immunities. The Board, comprising 28 members from governments, partner organisations, civil society organisations and the private sector, is chaired by José Manuel Barroso, Chair, Goldman-Sachs International, former Prime Minister of Portugal and former President of the European Commission

While the Gavi Secretariat oversees the day-to-day operations of the Vaccine Alliance, the Board is responsible for giving strategic direction and policy-making. The Board oversees the operations of the Vaccine Alliance and monitors programme implementation. The Board is comprised of 28 “representative” seats, 9 seats for independent or “unaffiliated” individuals and one seat for Gavi’s CEO. The Board’s representative seats ensure that institutions and constituencies can provide formal input into the development of all Gavi’s policies and the management of its operations. UNICEF, WHO, the World Bank and the Bill & Melinda Gates Foundation hold permanent seats on the Board. Constituency representatives serve on a time-limited basis from both the public and private sector. Independent Board members are private individuals with no professional connection to Gavi’s work. They bring independent and balanced scrutiny to the Board’s deliberations. These individuals also provide expertise in a number of critical areas such as investment, auditing and fundraising.

### The Gavi governing board composition:



More information on the Gavi governing Board’s function and composition can be found here: <https://www.gavi.org/about/governance/gavi-board/>.

## The Gavi Secretariat

The Gavi Secretariat is a knowledge-based global strategic health/development partnership. The Secretariat is responsible for managing the operations of the Gavi business, including strategy and policy development; advocacy and resource mobilisation; programme delivery, incorporating programme monitoring and evaluation; approving and disbursing funds; collaboration and coordination with other global health agencies; legal and financial management; and support and administration of the Gavi Board and Committees. Offices are located in Geneva and Washington DC.

The Secretariat is led by the CEO (interim) and previous COO, David Marlow, with the following direct reports: Programmes, Resource Mobilisation, Private Sector Partnerships & Innovative Finance, Public Engagement & Information Services, Audit & Investigations, Legal, Human Resources, Finance, and Governance.

The Secretariat is a multi-cultural organisation with over 70 nationalities and is committed to creating a work environment that is safe and professional where employees can work together in an atmosphere of mutual trust. Gavi has six core values that guide its work: teamwork, respect, openness, accountability, innovation and country-driven, which means we put implementing countries at the centre of everything we do.

## The Role

The General Counsel reports to the CEO and provides leadership, strategic direction and overall management of Gavi's legal function and ensures the Legal Team's effective and efficient operation. The General Counsel is also accountable for providing independent legal advice and for delivering legal support to all Gavi Secretariat teams and IFFIm, Gavi's affiliated legal entity. The role will be a prominent member of the organisation's Leadership Team, operating as a nimble, collaborative partner across the Secretariat, and a trusted source of advice to the CEO and to Gavi's Board, in order to collectively advance the Gavi mission.

The Legal Team's objective is to provide solution-oriented legal advice and services to the Executive Office and Secretariat to fully support the mission of the organisation. The General Counsel, and the Legal Team staff, will achieve this by placing a strong emphasis on relationship management and partnership with all stakeholders and ensuring the services provided are collaborative, independent, legally sound, solution-orientated, authoritative and timely.

The staff of the Legal Team must adhere to the highest standards of professional ethics and integrity. As General Counsel, the incumbent ensures that the Legal Team meets this standard, cooperating with stakeholders and colleagues to ensure compliance of proposed activities with applicable national and international laws, Gavi Board policies, and third party contractual obligations, promoting effective legal risk management, assisting in ensuring that Gavi's rights and assets are properly protected, and leading on, or cooperating with colleagues to facilitate innovative and appropriate approaches and solutions.

The duties of the General Counsel are broad-ranging and complex in nature and the incumbent will need to be prepared to adapt and respond quickly and effectively to new demands on their expertise and experience. While scale and global reach will be important qualifications, Gavi will place a particular premium on solutions-orientated leaders, able to work in partnership with colleagues to provide responsive advice and counsel in order to achieve goals.

The General Counsel will manage a team of ten lawyers, plus secondees, and will have the leadership qualities to act as a role model to the rest of the Legal Team.

## The General Counsel's key functions and deliverables are:

- To support Gavi and its senior leadership in relationship management with both internal and external stakeholders, and be a trusted sounding board on wide-ranging, complex and sensitive issues;
- Overall responsibility for drafting, preparing and negotiating legal agreements with third parties;
- To support the Office of the CEO in developing policies and processes for the Gavi Secretariat in order to ensure compliance with applicable laws and Gavi Board policies;
- To provide strategic advice on legal risks and propose suitable mitigation strategies;
- To make recommendations on, and where appropriate implement, Gavi internal systems and procedures/policies;
- To represent Gavi in any legal disputes that may arise.

## Main Duties and Responsibilities

### The General Counsel is expected to:

- Manage all legal services provided to the Gavi Secretariat and governance bodies of Gavi and affiliated entities;
- Maintain collaborative and effective relationships across the Secretariat, as a member of the Senior Leadership Team;
- Provide the Senior Leadership Team and Secretariat with strategic advice and recommendations on the management of legal risks arising from Gavi's operations, including assessing the legal implications of business decisions and providing guidance on how to proceed;
- Assist internal stakeholders in ensuring compliance of proposed activities with applicable national and international laws, Board policies and mandates and contractual obligations;
- Advising the Board on matters related to Gavi operating model and Governance matters, such as board composition, including interpretation of the bylaws, corporate policies, and other instruments of the Alliance, and on the application and interpretation of the decisions of the Board;
- Ensure the coordination and cost effective management of outside legal counsel;
- Manage and guide a high performing Legal Team and in line with Gavi values foster and sustain a motivating and supportive environment in meeting goals and objectives;
- Provide legal support to the Board and Committees of the Gavi Alliance and Gavi affiliated entities;
- Advise on the development and adherence to internal operational and decision-making processes, including relevant documentation;
- Advise on and lead any legal claims by or against Gavi, including arranging representation before tribunals and other bodies;
- Overseeing the drafting, review, and negotiation of contracts and agreements entered into by Gavi and IFFim. This could include contracts with donors, partners, manufacturers, suppliers, and employees;
- Advise on legal aspects of employment and human resources policies and regulations, and where appropriate, represent the Gavi Secretariat in disputes before tribunals involving Secretariat employees;
- Oversee legal disputes that the organisation may be involved in, which includes working with external legal counsel, conducting risk assessments, and deciding on settlement or litigation strategies;
- Enable regulatory compliance, e.g. data protection, sanctions, finance, donor through monitoring and advise for the Gavi Alliance and its affiliated entities, including applicable Swiss, UK and US regulatory bodies;

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- Support the implementation of Gavi's ethics and compliance programme by promoting a culture of integrity and adherence to ethical standards throughout the organisation;
- Support Resource Mobilisation by engaging with Government agencies and officials as part of Gavi's funding strategy where required;
- Assist the organisation in managing legal and reputational crises, or other public relations challenges.

## In providing leadership to the Legal Team, the incumbent will:

- Lead the communication of Gavi's Mission and Strategy, connecting them with team priorities to make them personal and inspiring to others;
- Drive the team's objectives, strategy and planning processes;
- Create a strategic vision and the right culture and environment to inspire others to succeed by drawing the best out of staff and empowering them;
- Provide technical leadership to staff, ensuring the attainment of expected outcomes;
- Manage the budgetary resources based on agreed needs and priorities;
- Oversee, co-ordinate and monitor the work of the team to ensure cost effectiveness and performance against results;
- Behave constructively during difficult times, addressing employee concerns supportively, and encouraging constructive discussion;
- Have an inclusive approach and invite input, share ownership where possible, and motivate staff by making them feel valued for their contribution, while driving staff skills development.

## Candidate Profile

### Qualifications

- Qualified lawyer who is licensed to practice law in at least one jurisdiction;
- Advanced university degree in law.

### Experience

- At least 15 years of professional experience in progressively responsible leadership roles in complex organisations with an international presence in the developing and developed world, ideally including public-private partnerships with complex governance structures;
- At least 3-4 years working for private sector or public-private partnership clients is desirable, preferably in connection with health sector or development/public sector projects;
- Knowledge of legal policies/practices of non-government and private institutions;
- Broad experience at General Counsel level, including governance, transactions, human resources, contracting, litigation, ethics, finance, investigations/audit, strategy development and public international law experience required;
- Experience in managing larger teams and in the delivery of complex legal services;
- A successful track record in negotiation and influencing within complex and challenging environments;
- Experience of managing staff from diverse backgrounds;
- Extensive experience with co-ordination and management across teams.

### Languages

- Gavi operates in an English language environment, consequently fluency in spoken and written English essential;
- Ability to communicate in spoken and written French is an asset.

## Competencies

The General Counsel will be someone of unimpeachable personal integrity, and will demonstrate the key competencies and behaviours identified below:

### Setting Strategy

- Ability to formulate and present strategy and policy at high level and to provide collaborative leadership in the development of global policies, directions, new approaches and methodologies in the assigned areas for Gavi, and within a changing environment;
- Passionate about Gavi's mission, an energetic fresh perspective, contributes to the good of the institution, and aligns others to the organisation's strategy and objectives;
- Capacity to diagnose and resolve multiple, concurrent problems; a conceptual and strategic analytical capacity, with the ability to provide high quality legal advice and identify alternatives or options in planning and decision-making;
- Exercises sound judgment to identify, then correctly balance and manage impact with risk mitigation;
- Ability to innovate to benefit the organisation as a whole, for example in legal knowledge management and the use of technology to streamline work;
- Create realistic goals and implementation plans, based on an understanding of the organisation's requirements and capacity for change;
- Organise and track progress for self and others, to structure and manage processes, plans, stakeholders, budgets and resources to achieve scope, quality, cost and time goals efficiently.

### Executing for Results

- The ability to set clear and challenging goals, while committing the organisation to improved performance; tenacious and accountable in driving results;
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and lead others through complex situations;
- High confidence and reasoned decision-making ability;
- Highly developed analytical, quantitative, and problem-solving skills;
- A self-starter, able to manage multiple projects simultaneously and maintain focus on priorities; acting with decisiveness, resilience and integrity.

### Leading Teams

- Collaborative leadership style, and ability to supervise and direct teams of professionals and support staff;
- Management expertise including ability to clearly define and monitor team objectives and key results, and ensure that these are aligned to the broader strategies of the organisation;
- Commitment to implementing the Gavi core Values and Principles as articulated in Gavi's framework documents and/or agreements;
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow their example;
- High standards of personal conduct and integrity and a role model for ethical behaviour;
- A leader who is self-reflective and aware of their own limitations; leads by example and drives the organisation's performance with an attitude of continuous improvement by being open to feedback and self-improvement.

### Relationships and Influence

- Ability to work in an international, diverse and multi-stakeholder environment with a global perspective, establishing effective and harmonious working relationships both within and outside Gavi;

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- Political sensitivity with the ability to relate and work effectively and strategically with colleagues and partners at all levels;
- Naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively;
- Exceptional oral, written and interpersonal skills, and excellent presentation of legal matters;
- Effective influencer in complex and rapidly changing environments, inspiring trust by presenting compelling points of view, passion in their beliefs, and their drive and energy to succeed;
- Creates a sense of purpose and meaning for the Legal Team, aligned to Gavi's objectives;
- Encourages others to share the spotlight, and celebrates and supports the success of the team;
- Tact, diplomacy and discretion in dealing with sensitive issues;
- Advocacy with ability to bring credibility in leadership of Gavi at the highest levels.

## Location

The role is based in Geneva, Switzerland.

## How to apply

To apply, please submit a CV and covering letter via email to [responses@russellreynolds.com](mailto:responses@russellreynolds.com). The closing date for applications is 25 September 2023.