



## Africa Digital Health Networks

### Job Description – Executive Director

**Position Title:** Executive Director

**Organization:** Africa Digital Health Networks (ADHN)

**Reports to:** ADHN Interim Board of Directors

**Location:** Hybrid Role within Africa-based

**Contract Type:** A six-month consulting phase, intended to transition into a permanent appointment subject to agreed milestones and mutual confirmation.

**Application Deadline:** 20<sup>th</sup> February 2026 at 6:00 PM EAT.

#### I. ROLE DESCRIPTION

The Executive Director (ED) is the senior-most executive responsible for providing strategic leadership, vision, and overall management of the Africa Digital Health Networks (ADHN). The ED drives ADHN's mission to strengthen digital health ecosystems across Africa by convening stakeholders, influencing policy, enabling partnerships, and advancing sustainable digital health solutions, while positioning the network as a leading, Africa-led platform for collaboration.

This role combines continental-level vision setting with strong operational leadership. The ED will guide ADHN's transition from incubation to a prominent, trusted institution, while ensuring institutional growth, financial sustainability, and measurable impact. Serving as the network's primary ambassador, the ED will lead high-level partnerships, resource mobilization, and the establishment of a high-performing Secretariat (by Q3 – 2026) to deliver the network's strategic priorities.

#### II. KEY RESPONSIBILITIES

##### 1. Resource Mobilization & Revenue Architecture

- **Capitalization Plan:** Lead the execution of the 2026 Resource Mobilization Plan, targeting bilateral/multilateral donors and private foundations.
- **Membership Sales:** Directly drive the "sales cycle" for institutional members, converting high-level interest into paid commitments.
- **Sustainability:** Establish diversified revenue streams to ensure the network thrives beyond its incubation phase.

##### 2. Partnerships & Stakeholder Engagement

- **Primary Spokesperson:** Serve as the main representative of ADHN to governments, regional bodies, development partners, donors, private sector actors, academia, and civil society.
- **Partnership Development:** Cultivate, manage, and expand strategic partnerships that advance ADHN's mission, programs, and value proposition.
- **Ecosystem Building:** Build and sustain a diverse, high-value network of members and partners across the continent.



- **Global Representation:** Represent ADHN in regional and global forums, conferences, and collaborative platforms.
- **Stakeholder Coordination:** Ensure strong engagement, communication, and alignment across ADHN's partner and member ecosystem.

### 3. High-Level Diplomacy & "Door-Opening"

- **Continental Envoy:** Serve as the primary ambassador to the Africa CDC, African Union, and national Ministries of Health.
- **Policy Influence:** Align ADHN activities with the Africa CDC New Public Health Order and Digital Transformation Plan.
- **Delegated Authority:** Act with delegated authority to negotiate and sign Memorandums of Understanding (MoUs) and partnership agreements within Board-approved parameters.

### 4. Core Team Building & Secretariat Onboarding

- **Talent Acquisition:** Lead the recruitment and onboarding of the first **two critical support roles**:
  - **Secretarial/Administrative Officer:** To manage institutional governance, scheduling, and office operations.
  - **Programmatic/Technical Officer:** To drive the implementation of workstreams and member engagement.
- **Culture & Management:** Establish the internal management frameworks, KPIs, and reporting structures for this founding team.

### 5. Institutional Launch & Host Country Management

- **Host Country Registration:** Oversee the legal gazettelement and host-country agreement process.
- **Incubation Handover:** Lead the successful transition of operations from the incubation partners (Villgro Africa/AHB) to the permanent ADHN Secretariat.

### 6. Knowledge Hub & Thought Leadership

- **Strategic Intelligence:** Direct the Q1 2026 launch of the Membership Portal and Knowledge Hub.
- **Technical Authority:** Ensure ADHN produces high-quality policy briefs that drive the continental discourse on health-tech.

## III. THE TRANSITION PATHWAY

The transition from **Executive-in-Residence** to **Permanent Executive Director** is triggered by the achievement of these "Foundation Milestones":

1. **Legal Milestone:** Completion of legal registration and gazettelement.
2. **Financial Milestone:** Realization of **60%** of the 2026 Budgeted Revenue through confirmed grants or paid membership dues.
3. **Operational Milestone:** Successful recruitment and 90-day onboarding of the core Secretarial and Programmatic staff.





#### IV QUALIFICATIONS & EXPERIENCE

- Master's degree in Public Health, Health Informatics, Health Policy, Business Administration, International Development, or a related field.
- Minimum of 15 years of progressive leadership experience in health, digital health, development, or related sectors, with at least 10 years at a senior management or executive level.
- Demonstrated understanding of African health systems and digital health landscapes.
- Proven experience in stakeholder management and partnerships.
- Demonstrated experience in fundraising for multinationals.
- Strong strategic, financial, and organizational leadership capabilities.

#### V REMUNERATION & BENEFITS

- **Retainer:** Market-competitive monthly executive retainer during first 6 months.
- **Incentives:** Performance-linked bonuses, aligned with achievement of agreed targets and subject to Board approval.
- **Post-Transition:** Upon permanent confirmation, the ED will receive a full executive benefits package, including health insurance, travel stipends, and a revised base salary.