

Job Advertisement: Corporate Secretary – Pan African Health Informatics Association (HELINA)

About HELINA

The **Pan African Health Informatics Association (HELINA)** is the continental professional body advancing health informatics across Africa. HELINA promotes digital health governance, interoperability standards, and capacity building to strengthen health systems and improve health outcomes. With members across 21 national health informatics associations, HELINA provides leadership in policy advocacy, technical expertise, and regional collaboration.

CORPORATE SECRETARY

- (i) **Appointment by:** Executive Board
- (ii) **Reports to:** President of HELINA and the Board
- (iii) **Supervises:** Staff under the Legal Services Unit

The Corporate Secretary is the Head of the Legal Unit responsible for providing legal advisory services to the Pan African Health Informatics Association (HELINA).

(iv) Entry Qualifications:

The ideal candidate for this position should have the following qualifications and experience.

- a) University degree in laws (LL.B.) from a recognized university.
- b) Master's degree in law qualifications in relevant field or others such as Business Administration.
- c) Must be an advocate of the High Court of member states.
- d) Knowledge and Competence in Information and Communications Technology (ICT) application.
- e) Possession of at least twelve (12) years' work experience in relevant fields, five (5) of which should be in the managerial position.

(v) Duties and Responsibilities:

- a) Head of the Legal Services Unit responsible for provision of legal expertise and services to the Association;
- b) Advise the President of HELINA and the Executive Board on all legal matters;
- c) Prepare annual operating budget of the Unit;
- d) Manage the human resources of the Unit in accordance with Association's regulations, in particular their deployment, discipline, appraisal, training or career development and welfare;
- e) Review and interpret principal and subsidiary legislation, terms of contract, terms of agreements, procurement contracts, guarantees, letter of undertaking, memorandum of understanding, consultancy agreements and other types of agreements and legal documents;
- f) Provide legal inputs for preparation of legislative instruments, formulation of policies, procedures and standards;

- g) Draft, negotiate, vet and witness all contractual agreements and contracts which the Association is a party;
- h) Represent the Association in courts of law, tribunals and in all legal matters involving the Association;
- i) Provide support in maintaining proper and safe custody of all legal documents;
- j) Monitor changes in company law and ensure compliance with corporate governance guidelines, listing rules and other regulatory requirements;
- k) Provide guidance and support to directors and senior management on corporate governance matters.
- l) Provide legal opinion for approval of legal documents;
- m) Provide secretarial services to the Board of Directors;
- n) Prepare periodical performance reports;
- o) Manage performance and conduct performance appraisals of staff under his supervision;
- p) Conduct corporate governance reviews and assessments to identify areas for improvement; and
- q) Perform any other related duties as may be assigned by the President of HELINA and the Executive Board.

(vi) Terms of Engagement: One (1) years contract, renewable on satisfactory service and performance.

Location

The position is based in Africa, with flexibility for travel across the continent and internationally.

Application Process

Interested candidates should submit:

- A cover letter outlining their vision for HELINA's future.
- A detailed CV highlighting relevant experience.
- Names and contacts of three referees.

Applications should be sent to mgesicho@helina.africa and cc President@helina.africa and secretary@helina.africa by **August 13, 2026**.

Only shortlisted candidates will be contacted.