

Project Manager – Communications and Advocacy Based in Uganda

Overview of The Union:

The International Union Against Tuberculosis and Lung Disease (The Union) was founded in 1920 and is the world's first global health organisation. We are a global leader in ending tuberculosis (TB), we fight the tobacco industry, and we solve key problems in treating major diseases. We use science to design the best treatments and policies for the most pressing public health challenges affecting people living in poverty around the world. The Unions members, staff and consultants operate in more than 150 countries and embody our core values of accountability, independence, quality and solidarity. For more information about The Union visit <https://theunion.org>

The Union has a vacancy a **Project Manager – Communications and Advocacy**. The position is available immediately for an 11-month period on a full-time basis.

Background:

The Union is a global scientific organisation working to improve health for people in low- and middle-income countries. We do this by conducting scientific research, working with governments Ministries of Health and other agencies to translate research into better health for people around the world, delivering projects directly in the field and driving change to ensure the best quality care. The Project Manager-Communications and Advocacy will be involved in supporting the Union's work in the TREATS partnership.

TREATS (Tuberculosis Reduction through Expanded Antiretroviral Treatment and Screening for Active TB) is measuring the success of a 'universal test and treat' project called Population Effects of Antiretroviral Therapy to Reduce HIV Transmission (PopART) in reducing the prevalence and incidence of TB in Zambia and South Africa. These findings will help inform new policies and approaches for tackling the TB-HIV epidemic.

Role Description:

The Project Manager will support the deliverables for the TREATS project which The Union is a partner. Reporting to the Director of the TB department and the country Director of The Union Uganda office.

As Project Manager you will play a key role supporting the Union to successfully deliver on its objectives. You will lead the development of project plans and track progress against deliverables to ensure work is completed on time and in line with agreed objectives. You will effectively communicate project progress and support flow of communications between workstreams and other partners in the TREAT project. You will monitor the project budgets and expenditure and manage all documentation for the project.

You will coordinate the development of communication and policy briefs of the key findings for rapid uptake of the results of the TREATS project, this will involve working with an external agency. Working with TREATS partners, you will map out dissemination opportunities— such as high-level meetings or side meetings planned by partner organisations, ministerial, governmental and MP relationships that can be exploited to introduce the report, its findings and the policy toolkit. Additionally, the project manager will convene a meeting of policy makers to debate the issues and approaches raised by the study.

The post-holder needs to be dynamic, confident and efficient, capable of building relationships with a range of stakeholders. This role is suitable for someone with project management experience, preferably with some knowledge of communication. Global health experience is desirable, but not essential.

Person Specification:

Essential

Skills and Experience

- At least 3 years of experience in a substantial project manager role.
- Ability to write clearly and succinctly in English, for a range of audiences, from lengthy formal submissions to short articles or blogs.
- Experience of project management including; monitoring and evaluation; reporting; budget tracking (track expenditure and variances / basic use of Excel).
- Experience in communications and/or advocacy.
- Demonstrated track record of developing and managing projects.
- Good computer literacy skills, proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook and the Internet
- Ability to work within tight deadlines and manage projects independently, prioritizing and managing workflow
- Strong interpersonal skills with the proven ability to build strong and effective working relationships with internal and external stakeholders
- A high level of attention to detail and Ability to produce work plans and technical reports.
- Strong communication, coordination, interpersonal and team building skills.

Desirable

- Experience in global health policy.
- Extensive knowledge, understanding and experience of Tuberculosis and HIV control.
- A graduate qualification – preferably relating to international development, project management (i.e. Prince2), communications or a related area with a Master's Degree in Public Health.
- Experience of working in international civil society coalitions
- Good knowledge and experience in working with international donors.

How to Apply:

Please send your CV and a cover letter (maximum 2 pages) to hr@theunion.org, and write in the subject line of your email, '**Project Manager Communications and Advocacy**'. In your cover letter, please describe and give examples of how you meet the requirements in the Person Specification.

Closing Date for Applications: 7 May 2021. However, candidates may be selected before the deadline and invited to an interview, which will be held on ZOOM.