

## VACANCY

### Training and Education – Administrator UK based

The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France, with region and country offices in the Africa, Asia Pacific, Europe, Latin America and South-East Asia regions. The focus of our work is on tuberculosis and lung disease, as well as related challenges such as HIV and tobacco control, with emphasis on their impact in low- and middle-income countries.

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world.

The Union courses provide the knowledge and skills required by health care professionals and programme managers to develop public health programmes that are clinically sound and administratively effective. Standardised curricula with customisation for specific contexts cover both theory and international best practices. There is an emphasis on the challenges presented by limited-resource settings and the work environments where participants will apply their new skills. Faculty are renowned globally for their clinical experience and sits in major medical and programmatic guideline committees.

During 2021, The Union Courses organised 39 training events, face-to-face and online, for a total of 506 hours of training, which is the equivalent to 63 days. Almost 4,000 people were trained globally.

#### **The overall role of the Training and Education - Administrator**

The Training and Education - Administrator supports the development, management and follow-up of Union Courses. The Training and Education - Administrator works across all the educational events of the Department and is responsible for the timely fulfilment of the project tasks assigned to them.

#### **Job interactions:**

The Training and Education - Administrator works under the supervision of the Director of the Training & Education Department. The Training and Education - Administrator will work alongside the eLearning Project Manager.

The Training and Education - Administrator will work with the course directors, faculty, participants, course sponsors and other stakeholders.

#### **Duties and responsibilities:**

##### *Project Management*

- Maintain communication amongst project staff and facilitate project meetings.
- Arrange the logistics of educational events, both online and face to face; liaise with suppliers.
- Process applications for certification of educational events.
- Assist with continuous improvement by producing reports about educational events.

### *Knowledge Management*

- Maintain Union Courses contact lists and databases.
- Manage registration to Union Courses.

### **Qualification requirements**

Bachelor's or master's degree and a minimum of 5 years related work experience.

### **Skills requirements**

- Essential: strong organisational skills - logistical, budgeting, communication and problem-solving skills.
- Experience managing educational events.
- Ability to work remotely and independently with minimal supervision – this position is 100% home-based.
- Strong written and verbal communication skills in English.
- Familiarity with the context in which non-profit, scientific and member-based organisations operate.
- Team player in multicultural and international workplace.
- Computer savvy, proficient in MS Office and project management software.
- French, Spanish and other languages a plus.

### **How to Apply:**

Please send your CV to [hr@theunion.org](mailto:hr@theunion.org) and a cover letter describing how you meet the person specification and criteria of the role, as well as your salary expectations. Please state "TEA" in the subject line of your email.

This position will be open until a candidate has been selected for the post. Only shortlisted candidates will be contacted.