

## Vacancy announcement

**Position: Assistant Programme Producer – Abstracts and E-Posters**

**Number of Positions: 01**

**Organisation: International Union Against Tuberculosis and Lung Disease (The Union)**

**Location: Remote**

**Duration: 1 April 2023 – 30 November 2023**

**Travel: As necessary**

### Organisation background:

The Union is a global membership, technical and scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

**The Union's Vision:** A healthier world for all, free of tuberculosis and lung disease

**The Union's Mission:** The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

### The Union's Values:

- **Quality:** we deliver our services and products to the highest possible standards.
- **Transparency:** we are open and direct in our dealings.
- **Accountability:** we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- **Respect:** we recognise people's intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- **Independence:** we seek to pursue our mission free from interference by conflicts of interest.

### The Union World Conference on Lung Health

The Union World Conference on Lung Health is the world's largest gathering of clinicians and public health workers, health programme managers, policymakers, researchers and advocates working to end the suffering caused by lung disease, with a focus specifically on the challenges faced by low- and lower-middle income populations.

### Job Summary:

Working as part of the Conference Team, this role is a prominent position within the Scientific Programme Section dealing with the collection, administration and delivery of the abstract driven sessions of the Conference.

**Key deliverables/accountabilities:**

- Plan and coordinate all aspects related to Abstracts: e-posters, abstract session chairpersons, late-breaker abstracts, Abstract Book, etc
- Monitor and support all other aspects related to the communication with speakers, chairpersons, committee members and external stakeholders.
- Update the programme management tools.
- Coordinate the contract and payments between the Union and the main providers for the abstracts and sessions management.
- Respond to incoming queries about the programme.
- Produce statistics and generate tracking tables upon request.
- Support the Principal Programme Producer in the programme activities for the World Conference on Lung Health.
- Any other support task with the conference as required.

**Minimum requirements:**

- Excellent organisation and time management skills coupled with strong interpersonal skills
- Ability both to function autonomously and work collaboratively with colleagues remotely based
- Ability to manage multiple projects simultaneously, often with conflicting schedule
- Experience of scientific based conference programming activities
- Ability to work under pressure and still be able to prioritise tasks
- Excellent computer, clerical skills, extensive skills in Microsoft Office applications (Outlook, Teams, Excel, Word) and audio and video conference call platforms (Zoom, Google Meet, etc.).
- Effective and professional written and verbal communication skills
- Knowledge of scientific conferences is an advantage
- Fluent in English, proficiency in French/Spanish is a plus

**Conditions**

- The position is based remotely from anywhere in the world.
- It is offered, in the first instance, as an **eight-month consultancy contract**, with an option to renew.
- There is a requirement to devote sufficient time to delivering the contract and there will be times when the workload will be considerable.
- The fee for the contract is in the region of €27,000 (inclusive of taxes and insurances)
- Must be available to attend the Conference in person which is being held in Paris in November 2023.

**To apply**

Please send your CV a covering letter explaining how your skills and experience fit the position to:

[david.jackson@theunion.org](mailto:david.jackson@theunion.org)

Interviews will be held remotely.

Deadline for applications Monday 3rd April 12:00(CET)

**The Union is an equal opportunity employer. For more details about the organisation please refer to our website <https://theunion.org/>.**