

Volunteer Opportunity

Role: Paper Poster Manager

Number of Positions: 01

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

Location: Home based, ideally based near Bali need to be available to be physically on site from 11-18 November 2024

Working hours and conditions: needed to fulfil the duties and will be agreed following appointment

Duration and Start Date: 1 September to 20 November. Varying level of time commitment that intensifies closer to the Conference in Bali

Travel: Travel/ Stay in Bali from 11-18 November 2024

Remuneration: Based on experience

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.

Introduction

The Union World Conference on Lung Health will take place in Bali, Indonesia from 12-16 November 2024.

As part of the organising team there is a role for an experienced professional to help organise and manage the Paper poster area both prior to and during the event. We are looking for an individual with excellent organisational skills and the ability to communicate with people from diverse backgrounds and with varying levels of experience.

The goal is to ensure that the Conference has a well organised and functional paper poster area during the 4 days (13-16 November) that paper poster sessions will take place, as part of the programme of The Union World Conference on Lung Health 2024, to enhance the chairs, presenters and delegates experience.

Key Responsibilities

- Familiarise with the systems where the programme is handled and in specific with the number of paper poster sessions and schedule
- Familiarise with the paper posters layout
- Define the number of volunteers required and their tasks
- Define materials required, and prepare necessary signs so, chairs, presenters and participants can easily find the corresponding session
- Provide specific and clear instructions both to sessions chairs and presenters
- Reply and follow-up paper poster queries
- Arrange appropriate briefing and familiarisation sessions for volunteers

Personal Skills

- Excellent organisational and team coordination abilities
- Able to communicate effectively with people with diverse backgrounds and experience
- Working knowledge of MS Office applications (especially Excel)
- Fluent in English and Indonesian/Bahasa.

To apply

Please send your CV and letter of motivation explaining how your skills and experience fit for the role to: scientific@theunion.org

Interviews will be held remotely. Deadline for applications - 15 August 2024, 23:59 (CEST).

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