

Vacancy Announcement

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

Type of Employment: Consultancy, Full-Time

Location: Home based, anywhere in the world

Duration: 7 months

Travel: 40% travel

Remuneration: Based on experience and location

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's activities

In collaboration with national ministries of health and international partners, it develops, promotes and evaluates effective strategies for tuberculosis control in low- and middle-income countries. The Union provides technical assistance to national tuberculosis control programs, leads various research projects, conducts international and national courses in several languages, organises world conferences, publishes several guides and three peer-reviewed scientific journals. In addition to tuberculosis, The Union is also involved in tobacco control and non-communicable diseases. For more information, visit www.theunion.org.

Child and adolescent TB has been a special area of interest for The Union for well over a decade. Collaborative activities in the African region have included the development of clinical manuals for healthcare workers, such as The Union's Desk Guide and CXR Atlas, regional Training of Trainers on child TB held in Malawi and South Africa and the implementation of various innovative interventions. In 2019, in collaboration with the Global TB Branch – US Centers for Disease Control and Prevention (CDC) the Sub-Saharan Africa Regional Centre for Excellence for Child and Adolescent Tuberculosis (COE) was set up. The COE is a virtual platform to share best practices and technical knowledge to solve common challenges for child and adolescent TB service provision. The representatives from the National Tuberculosis Programmes (NTPs) of the nine founding member countries, that is, Eswatini, Ethiopia, Kenya, Malawi, Mozambique, Tanzania, Uganda, Zambia and Zimbabwe formed the COE. In 2023, Cameroon, Lesotho and Rwanda joined as additional member countries.

Specifically, the COE will support member countries to:

- Promote south-to-south learning through sharing and dissemination of best practices and lessons learned for child and adolescent TB care and prevention through webinars, trainings, in-person COE meetings as well as conference symposia and workshops.
- Re-vitalise (national) child and adolescent TB working groups, as well as ensure appropriate technical representation, including clinicians, researchers, civil society, implementing partners and other relevant stakeholders.
- Integrate child and adolescent TB into national priorities, such as national strategic plans for TB care and prevention and child health services, Global Fund applications and other relevant national strategic documents.

Job Summary:

The Coordinator - Centre of Excellence (COE) will assist the Lead - COE in all the activities and functions of the COE. S/he will be responsible for overall coordination of communications and organisation of COE activities with the COE member countries, the US CDC-Global TB Branch and other stakeholders. S/he participates and contributes to innovations and conceptualisation of new COE activities. Works closely with the Principal Investigator and the Project Officer of The Union-CDC Cooperative Agreement, US CDC-Global TB Branch and COE Point of Contact, COE member countries. S/he must be prepared to interact with other colleagues in the TB Department (Programme Coordinator TB Department) as well as with other Union's departments and Management Units (Communications, Membership, Conference, Training and Education and Publications).

Key Responsibilities

1. Ensure ongoing tasks and planned activities, including COE webinars, workshops and meetings, etc., are planned, organised and communicated in a timely manner.
2. Convene periodic calls with the CDC, Advisory Committee, member countries, etc., and prepare meeting agendas and minutes, run doodle polls, share online meeting links, write webinar and meeting scripts and ensure timely follow-up of meeting and other action points.
3. Contribute to webinar topics, speakers, convene webinars in collaboration with facilitators, speakers, participants and ensure that webinar recordings are placed into the COE web page.

4. Maintain the COE web page and coordinate the content with The Union's Communications Director.
5. Maintain the COE channel.
6. Co-ordinate in-person meetings and training courses.
7. Recording and reporting, monitoring and evaluation of all COE activities
8. Work with the Project Officer and other relevant team members to draft interim, final and financial reports on the COE activities
9. Support and contribute to the preparation of conference presentations, symposia, COE surveys and research papers for publication in peer-review journals.
10. Perform any other duties as required by the COE director.

Qualifications and Skills

- Medical doctor, clinical or nursing officer
- A minimum of 3 years of relevant working experience, ideally in a low-or medium-resourced setting with a high burden of TB
- Solid experience in monitoring and evaluation
- Strong organising skills
- Knowledge of management of CDC/US-government and other donors' and partners' grants and project management would be an advantage
- Good writing and communication skills
- A team player who supports social inclusiveness and cultural diversity
- Knowledge of Microsoft Office package
- Proficient in English, knowledge of French would be an advantage

Additional Information

- The role will require flexibility with hours, especially attending meetings can occur outside of standard business hours.
- The position often involves coordination with various departments and external agencies to ensure seamless execution of the work.

To apply

Please send your CV and a covering letter explaining how your skills and experience fit the position to: career@theunion.org and tbdepartment@theunion.org

Interviews will be held remotely. Deadline for applications: **January 20 2025, 12:00 (CET)**

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