

Vacancy Announcement

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

Position: Global Development and Grants Specialist

Type of Employment: Full-Time

Reporting to: Chief Scientific Officer

Location: Home based, TBD with a preference for one of the Union office locations (France, UK, Switzerland, India or Myanmar)

Duration: Permanent

Travel: Occasional

Salary: 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.

Job Summary:

The **Global Development and Grants Specialist (GDGS)** is part of the Scientific Department. S/he works under the direction of the Chief Science Officer of The Union, and plays a key role in identifying, shaping, and developing strategic funding opportunities aligned with The Union's scientific and programmatic priorities in tuberculosis and lung health. The post holder will work closely with the CSO and technical teams to translate emerging programmatic and research ideas into competitive funding proposals, including concept notes, full grant applications and collaborative consortium proposals. The GDGS will also need to coordinate with Director Fundraising and Partnership for concept notes and proposal writing.

The role requires strong analytical and writing skills, strategic awareness of the global health funding landscape, and the ability to synthesize technical input from multiple partners into clear and compelling proposal narratives. The position will also support strategic tracking of funders and maintain an internal pipeline of priority funding opportunities.

Key Responsibilities

1. Strategic funding opportunity identification:

- Actively monitor and source grant opportunities from institutional donors, foundations, governments, and multilateral agencies;
- Monitor alert systems and major donors for calls for proposals;
- Critically analyse grants calls and advise senior leadership on strategic opportunities aligned with The Union's scientific and programmatic priorities;
- Research and report on opportunities and funding cycles;
- Work closely with Heads of Departments/Units and the Executive Management Team to identify and develop innovative project concepts in response to priority funding opportunities;
- Maintain a strategic pipeline of prospective funding opportunities and concept ideas aligned with The Union's strategic priorities.

2. Strategic and Legal Vetting:

- Review and assess funding opportunities for strategic alignment, eligibility, and viability.
- Ensure compliance with The Union's legal framework, technical capacity, and country-specific laws and registration models.

3. Concept Development and Grant Proposal Writing

- Liaise regularly with heads of departments and technical units to understand emerging ideas and funding needs
- Facilitate early concept development discussions to shape competitive project ideas;
- Coordinate internal and external partners when pursuing proposal responses;
- Lead or co-lead the drafting of concept notes, letters of intent, and full grant applications.
- Translate technical input from programme teams and partners into clear, compelling proposal narratives;
- Provide strategic inputs into the technical writing of proposals, including structure, theory of change, and alignment with donor priorities.
- Lead writing, editing and quality assurance of proposals, reports and other technical funding documents;
- Ensure proposals are coherent, strategically aligned, and compliant with donor requirements;
- Establish clear internal timelines and deliverables to ensure timely submission.

4. Tracking of submissions and responses

- Maintain templates and database for key Union documents related to grant development;
- Maintain a checklist and documentation protocol for each grant cycle;
- Ensure submissions meet internal quality standards and donor requirements;
- Maintain a central repository of proposals, donor communications, and feedback.

5. Development for Union Offices: support The Union offices to develop new business

Support across All Offices:

- Support Union country offices to identify and pursue new funding opportunities aligned with strategic priorities;
- Support development of concept notes and proposals led by country offices;
- Provide advice on donor targeting and outreach strategies.

Donor Relations:

- Build relationships with donor contacts, and contribute to strategic engagement with key funders;
- Represent The Union at relevant donor meetings when required.

6. **Support and supervision of additional team members:** S/he will develop the TORs for additional positions and provide orientation and ongoing support.

7. **Other duties as assigned by Chief of Science or Executive Director.**

Qualifications, skills and experience

Required:

- Advanced or Master's degree in public health, global health, epidemiology, or a related field;
- Significant experience working on global health initiatives in low- and middle-income countries where TB and respiratory diseases are highly prevalent;
- Demonstrated expertise in tuberculosis and global TB policy, research or implementation programmes;
- Strong understanding of global health funding landscape and donor requirements;
- Demonstrated experience developing successful grant applications or major funding proposals;
- Proven track record of proposal development, donor engagement, or resource mobilization;
- Excellent analytical and strategic thinking skills;
- Exceptional written communication skills, including the ability to synthesize complex technical information into persuasive proposal narratives;
- Ability to coordinate inputs from multidisciplinary teams and partners;
- Experience working with major global health funders (e.g., Gates Foundation, Unitaid, Global Fund, EDCTP, WHO, philanthropic foundations) is an advantage;
- Proficiency in Microsoft Office Suite.

Key Competencies

- Strategic thinking and problem-solving
- Attention to detail and organizational skills
- Leadership and team collaboration
- Financial acumen and analytical skills
- Adaptability and resilience
- Conceptual thinking and proposal design

To apply

Please send your CV and a covering letter explaining how your skills and experience fit the position to: career@theunion.org indicating “Application for Global Development and Grants Specialist” in the subject line. Applications received on the email ID will only be considered.

Interviews will be held remotely. Deadline for applications: 25 March 2026.

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