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## **Call for applications: Stop TB Partnership Community Delegation Constituency Focal Point (CFP)**

### **Background**

The Stop TB Partnership's Delegation of Communities Affected by TB ("Delegation") was established in accordance with the Board Decision Point 31-8 (31st Board meeting, January 2019):

*"The Board endorses the initiative of the TB-affected Communities and Developing Country NGO constituencies to establish delegations with the aim to improve communication and engagement, strengthen accountability and enhance institutional memory of the constituencies. The Board requests the Secretariat and calls for the partners to explore ways to provide support to the delegation building process."*

Since its creation, the Delegation has supported and contributed to a number of projects, including such flagship initiatives as TB33% Campaign and the Deadly Divide, also jointly with the Developing Country NGO Delegation. In order to sustain the momentum and ensure achievement of anticipated results, the Delegation will hire a part-time Constituency Focal Point (CFP) to support programmatic and advocacy-related work around these initiatives. The present call for applications describes the tasks, qualifications, level of effort and timeline, as well as selection process, for the CFP.

In line with the Memorandum of Understanding (MoU) between the Delegation and TBpeople, the latter serves as the administrative and financial host of the Delegation. As envisaged by para. 3.3(a) of the MoU, *"TBpeople will handle the financial arrangements for the Constituency Focal Point (CFP) of the Delegation. A consultancy contract or agreement, as deemed appropriate by the Delegation leadership, will be signed between TBpeople on behalf of the Delegation and the CFP, that covers the details of the financial arrangements. The Delegation will instruct TBpeople to implement the necessary financial transactions based on this contract/agreement"*.

### **Tasks**

The CFP is expected to perform the following activities, in coordination with and under the guidance of Community Representatives to the Stop TB Partnership Board:

- Coordinate administration and day-to-day operations of the Delegation
- Support the Board Members (BMs) and Alternate Board Members (ABMs) in their functions and mandates
- Lead communications support to the work of the Delegation
- Support the Delegation at all official Delegation meetings and events
- Ensure timely dissemination of information and documentation related to the Board meetings with the Delegation and broader constituency
- Facilitate the recruitment of new Delegation members

- Ensure wider communication with the constituency and other civil society organizations
- Support resource mobilization processes
- Submit monthly progress reports.

In implementation of all tasks, the CFP is expected to work closely with the Delegation's host organization, TBpeople Global, Delegation leadership, the entire Delegation, the wider constituency, as well as other partners and stakeholders.

## **Qualifications**

The CFP should meet the following criteria:

- University degree in communication, social sciences, human rights, law or other relevant field; advanced degree is a plus
- At least five years of professional experience in advocacy and communication; experience in TB and global health is strongly preferred
- Excellent understanding of TB and global health; knowledge of and experience with the Stop TB Partnership is strongly preferred
- Excellent command of spoken and written English; knowledge of another UN language is a plus
- The ability and capacity to communicate and network effectively and broadly (must have functioning communication linkages)
- Have the ability to prepare position papers, policy briefs and other high-level documents
- Experience in project and financial management approach to monitoring and evaluation, writing reports and communication briefs
- Excellent computer and administrative skills
- Knowledge of public health policies, international development and human rights
- Ability to work with people of different backgrounds and time zones
- Experience working with community and civil society organizations and background in human rights, gender and justice reform would be an asset
- Ability to make various international travel engagements to meetings with advance and/or little notice, when travel commences
- Ability to work under pressure
- Knowledge in basic web site management and social media marketing and management

Qualified female candidates, people from TB affected countries and people affected by TB are strongly encouraged to apply.

## **Level of effort and timeline**

The position will require up to 50% workload (or 20 hours a week).

## **Application process and selection**

Interested candidates are requested to submit the following documents to [joshua.shipptb@gmail.com](mailto:joshua.shipptb@gmail.com) before 6 pm CET on 19 July 2023:

- Current resume/CV outlining relevant qualifications and experience, as well as names and contact details of at least two professional references
- Motivation letter, highlighting how the candidate's background meets qualification requirements for the position, and providing examples of successful advocacy projects

Incomplete applications, as well as applications received after the deadline will not be considered.

Applications will be reviewed by a selection panel consisting of the leadership of the Community Delegation; shortlisted candidates will be invited for an interview (to take place via Zoom).