ABOUT US

This consultancy will be based in the Stop TB Partnership, a collective force of more than 1100 partners dedicated to the fight against tuberculosis (TB) – a disease that is curable but still kills three people every minute. The Stop TB Partnership is recognized as a unique international body with the power to align actors all over the world in the fight against TB. The Stop TB Partnership Secretariat is housed by the World Health Organization (WHO) in Geneva, Switzerland.

Founded in 2001, the Stop TB Partnership’s mission is to serve every person who is vulnerable to TB and ensure that high-quality care and treatment is available to all who need it. Our partners include international and technical organizations, government programmes, research and funding agencies, foundations, non-governmental organizations, civil society and community groups and the private sector. This consultancy is to support the implementation of the Stop TB Partnership’s Strategic Goal 2: Increase political engagement by world leaders and key influencers to double external financing for TB from 2011 to 2015. Specifically, it relates to the engagement of communities to ensure effective integration of community systems, human rights and gender components in TB and TB/HIV concept notes as well as meaningful inclusion of communities in the Global Fund to Fight AIDS, TB and Malaria (“the Global Fund”) country dialogues. The consultant will report to the Global Fund and Communities Team Leader (“Team Leader”).

REQUIRED SKILLS AND QUALIFICATIONS

Essential
- A university degree or relevant experience in social sciences, business administration, communication, public health or another relevant field;
- Excellent project activity tracking, resource tracking and evaluation skills;
- Experience working with Microsoft Office packages (Excel, Word, PowerPoint, MS Project, etc.); and
- Fluency in English.

Desirable
- A personal interest and understanding of communities and civil society, global development issues and tuberculosis in particular;
- Experience working with the Global Fund, major donors and/or other partners of diverse backgrounds; and
- Fluency in other UN official languages.

Personal characteristics
- Ability to multi-task as well as work quickly and accurately;
- Ability to work with tight deadlines;
- Experience or desire to work in a multicultural environment; and
- Excellent communication and interpersonal relation skills.
THE WORK

The Project Officer will work as a consultant mainly to oversee the effective execution, tracking and coordination of the activities undertaken under the Technical Assistance for Strong Concept Notes agreement (“TA agreement”) between the Stop TB Partnership and the Global Fund. This will include:

Description of duties
1. Support implementation of the TA agreement in line with the work plan that has been agreed between the Stop TB Partnership and the Global Fund.
2. Develop and maintain a dashboard summarizing information on countries that will facilitate planning and implementation.
3. Follow up on the processes for matching technical support requests to a developed pool of TB and Communities, Rights and Gender experts.
4. Draft contracts for regional and national entities to carry out agreed upon technical support activities.
5. Efficiently track allocated funds in a robust and manner responsive to country needs.
6. Develop and maintain a directory of experts and ongoing activities.
7. Ensure effective execution of technical support activities and facilitate donor reporting.
8. Monitor and evaluate activities executed as well as ensure adherence to the agreed upon budget lines.
10. Work with the Team Leader to support and promote collaboration with external parties and agencies to support the team’s activities.
11. Participate in meetings with the team working on the TA agreement across the Stop TB Partnership as well as at external meetings.

The consultancy will be for a period of seven (7) months and will be paid at a rate not exceeding the WHO standard rates for a higher end of a P2 consultant.

Working arrangements
The consultant will be required to work on WHO/Stop TB Partnership Secretariat premises to follow through certain work areas of the projects assigned to be completed during the consultancy period.

Stop TB Partnership Secretariat
World Health Organization
WHO/STB/TBP
20, Avenue Appia
CH-1211 Geneva 27
Switzerland
www.stoptb.org