

Job Title: TB HLM 2023 Project Manager

Job Description

Lead consultant(s) to facilitate, support and provide a platform to coordinate the work of coordination of TB Affected communities and civil society platform ahead of the 2023 TB High Level Meeting. The lead consultant(s) will be embedded in the Global Fund Advocates Network team for the duration of their contract(s) and will report to the Director while working closely with all staff, but the Communications & Advocacy Officer in particular.

Applications are welcome from anywhere in the world, but applicants from high-burden TB countries will be prioritized. "Joint" applications where the consultancy would be split between several individuals would also be welcomed.

What you would be responsible for:

- Build on existing networks, including current grantees of the Challenge Facility for Civil Society, the communities and civil society constituencies to the Stop TB Board among others, to mobilize and convene a TB HLM "constituency" of communities of people living with TB and key and vulnerable communities more broadly, TB focused NGOs and individual members of civil society to participate in TB HLM advocacy and policy activities
- Support a lively dialogue within this broader TB HLM constituency, build close partnerships with regional and national lead partners to work with GFAN and other key civil society and community colleagues,
- Inform. Connect. Amplify: working with the TB HLM constituency and its partners and allies, provide opportunities to inform on the HLM processes and consultation opportunities, to connect with colleagues with similar objectives and to amplify the work and asks of those advocating around the TB HLM
- Work towards securing funding to convene regional consultations and at least one in-person high level advocacy mission in the lead up to the HLM as well as for key individuals to attend the TB HLM
- Finalize, implement, and monitor the funded workplan for the Platform including:
 - Ensure regular constituency calls provide the opportunity for regional leads and other key allies and partners to share information and updates, encourage and provide support for advocates to take action and coordinate around key moments in the HLM process including the finalization of the modalities, the multi-stakeholder hearing, draft resolution processes and HLM itself
 - Coordinate, write and edit responses from civil society on high level documents from the HLM, as well as other statements and publications as required
 - Develop communications and social media tools, as well as key messages and other tools/documents as required
 - Ensure financial processes are followed and reporting requirements to funder(s) for the project are met working with the GFAN team
 - Conduct an evaluation survey and write a final report that focuses on the impact achieved, the successes and challenges, failures and lessons learned during the

project with an eye for recommendations for future similar platforms and/or community and civil society engagement in high-level processes

- Facilitate the engagement of key and vulnerable population and civil society representatives to the TB HLM and Multi-stakeholder dialogues – through logistical support around accreditation and registration, development of the agenda, supporting the process for nominating, selecting and coordination of CSO speakers, coordinate briefings leading up and debrief following the Hearing, developing briefing guides.

The skill set we are looking for:

- Someone(s) with 4-5 years experience implementing advocacy activities and supporting stakeholders or networks with a strong preference for individuals who have a practical background in global health and specifically in TB related advocacy and policy issues
- a pro-active individual who is able to implement core elements of a workplan while adapting to changing circumstances and who has experience advocating for change with decision-makers and can create the tools and provide the incentive for others to do the same
- a person with a strong record of project management, including developing and monitoring workplans, and preferably previous experience managing grants
- a person who has experience working with affected community-led groups and individuals and engaging in global health advocacy
- someone with experience creating new relationships and spaces for collaboration and learning
- someone with experience working (conversing, writing and reading) in an English-dominant workplace – other languages spoken are a definite asset

Our small team is looking for a colleague/colleagues who:

- brings passion and creativity to work with them every day;
- recognizes and comes up with good ideas and can also make them happen,
- can support their colleagues to achieve their goals by sharing skills and know-how and;
- can work independently in a virtual team and knows how to manage their time to ensure work is completed on time but also skilled at prioritizing during crunch times and is pro-active with identifying supports needed or challenges they are facing.

FEES AND OTHER ADMINISTRATIVE DETAILS

This position reports to the GFAN Director.

Fees: This position is a term position from no later than January 16th 2023 – October 31st 2023 (10 months) and is a 1.0 FTE (5 days per week) with a monthly value of USD 5 540 – for a total

value of the contract of no more USD 55 400 (based on 10 month of work at an annual 1.0 FTE of USD 66 480)

Modalities: A long-term consultancy contract between our host organization (Joep Lange Institute) and the individual(s) or organization with monthly invoicing/payment. Individuals or groups of individuals who can complete the work may apply – noting again that the total value of the contract will be no more than USD 55 400.

HOW TO APPLY & TIMELINES

Deadline for Application: January 5th at noon Eastern Time/6 pm Central European Time – however interested applicants are encouraged to apply early as applications will be reviewed as they are received and interviews will be scheduled with candidates prior to the deadline.

Submit all applications to: admin@globalfundadvocatesnetwork.org with a clear Subject Line such as: YOUR NAME – Application for TB HLM Consultancy

What to submit: Your CV which should be no longer than 2 pages and should focus on relevant experience to this advocacy and coordination role and a letter of interest which clearly addresses how you are the person who can accomplish what is needed in this position.

Interviews will be conducted on January 10-11-12.

The Joep Lange Institute (JLI) in the Netherlands is the legal, administrative and financial host organization of the Global Fund Advocates Network.