

## Role Description – Temporary Assignment

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### **Associate Specialist** **Donor Relations Department** (DURATION: 4 MONTHS – STARTING: EARLY JANUARY 2021)

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#### **1. The Global Fund**

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

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## 2. Rôle Summary

The Donor Relations Department has primary responsibility for the strategic development and implementation of the Global Fund's resource mobilization strategy with government donors to defeat AIDS, tuberculosis and malaria.

The Associate Specialist, Donor Relations will be responsible for performing resource mobilization activities and building relations and partnerships with key donor governments, contributing strongly to ensuring an appropriate, predictable and sustainable level of resources for the Global Fund.

The Associate Specialist will play an active role in building, nurturing and managing relationships with a number of key public donors to the Global Fund, including interacting independently with donor governments and other key external partners and stakeholders.

They will provide extensive technical and analytical expertise to contribute to achieving Global Fund resource mobilization goals.

### Key Responsibilities

Under the guidance of the Head of the Donor Relations Department and the relevant Donor Relations Specialist, the Associate Specialist will:

- Coordinate meetings and events with donors, and draft briefing notes and presentations for Global Fund principals, including the Executive Director;
- Respond thoroughly and rapidly to requests for information from key advocacy partners;
- Obtain key data from other divisions/departments, including GMD, Sourcing, SI, and TAP, to provide content for briefing notes and policy memos;
- Support the process of converting donor pledges to contribution payments;
- Liaise with communications staff to support a communications strategy for each donor;
- Support strong relationships with a number of key public donors to mobilise financial and non financial resources;
- Implement donor country strategies in an effort to increase the level of funding of the Global Fund and reach the established financial targets for the set donor portfolio. This includes research, intelligence gathering, and analyzing key trends in policies and plans vis-à-vis the Global Fund in order to advise management on strategic interactions with individual donors;
- Support a strong and influential network to facilitate Global Fund access to key-decision makers in key donor governments and establish and build donor confidence in the Global Fund through timely and accurate responses to donor queries; and
- Perform other duties as required by the Head of Department and by the supervisor.

Subject to change by the Executive Director at any time at their sole discretion

### Key Metrics

- Financial resources mobilised
- Maintained/increased contributions from public donors
- Quality of management of partnerships
- Quality of management of internal and external relationships
- Maintained/strengthened political networks across political parties in donor countries
- Level of trust built with donor countries
- Quality of diplomacy and management of partnerships
- Quality of political analysis

### **Key Internal Relationships**

- Grant Management Division
- Communications Department
- Strategy Investment and Impact Division
- Policy Hub
- Private Sector Engagement Department
- Civil Society and Political Advocacy Department

### **Key External Relationships**

- Public sector partners, including Ministries of Foreign Affairs
- Parliamentarians and Foreign Affairs and Development Cooperation Committees
- Civil society partners
- Gates Foundation
- Friends of the Global Fund organisations
- GAVI and other partners

### **Place of work**

- Online
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### 3. Candidate profile

#### Qualifications

##### Essential:

University degree in operations, public policy, public health, finance, economics, business administration, informational technology, engineering or other relevant area or equivalent professional training.

#### Experience

##### Essential:

- Professional experience in project management, resource mobilization, or advocacy related to global health or international development
- Demonstrated high political awareness and advocacy skills
- Proven analytical thinker with strong problem-solving skills
- Drafting experience, with attention to detail
- Track record of good communication skills to communicate complex concepts rapidly and effectively
- Demonstrated ability to take initiatives and to build relationships.
- Reliable team member with strong interpersonal skills to work in a multi-cultural team and across teams
- Track record of diplomacy to navigate complex environments
- Experience and full competency in Microsoft Word, Excel and PowerPoint

##### Desirable:

- Over 3 years of previous experience in project management, resource mobilization, or advocacy related to global health or international development
- Proven track record of resource mobilization for a multilateral organization or NGO
- Experience working for a donor government

#### Competencies

##### Languages:

***Excellent oral and written English skills required.***

Language skills in one or more of the following may also be an asset: French, Japanese, Arabic, Chinese or Spanish.

##### Organizational Competencies:

- Global Fund awareness and mind-set (Level 2)
- Service orientation (Level 2)
- Drive for results (Level 2)
- Collaboration (Level 2)
- Interaction (Level 2)
- Adaptability (Level 2)

##### Functional Competencies:

- Resource Mobilization - Mastery
- Communications - Mastery
- Project management - Foundation
- Analytical – Mastery
- Geopolitical awareness – Foundation

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#### 4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: [cv.tgf@procadres.com](mailto:cv.tgf@procadres.com)

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