



## Role Description – Temporary Assignment

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**COMMUNICATIONS OFFICER - C19RM - 100%**  
**(STARTING AS SOON AS POSSIBLE MAY 2021 – ENDING 31.12.2021)**

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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. »

More information about The Global Fund on [www.theglobalfund.org](http://www.theglobalfund.org)

## 2. Rôle description

The Global Fund is currently seeking a *Communications Officer*, C19RM Secretariat to support the work of the Covid19 Response Mechanism (C19RM): 40 hours/week. The duration is to start ASAP until 31 December 2021.

The Communications Officer works across the C19RM Secretariat Team to lead the documentation of outcomes and communications deliverables of the C19RM Investment Committee to internal and external stakeholders.

Under the supervision of the Senior Manager:

- s/he writes and coordinates the development of timely and accurate communication products to internal and external stakeholders necessary to fulfil the governance duties of the C19RM Investment Committee, including monthly and annual reports, ensuring that these materials are appropriately tailored to specific audiences.
- Additionally, s/he supports the development of C19RM Investment Committee review processes and procedures. The information provided to stakeholders should be based on a sound knowledge of Global Fund policies and procedures.
- This individual excels in the role by synthesizing the content of meetings; documenting outcomes and management decisions; and drafting and coordinating reporting from the C19RM Investment Committee to the Global Fund Board, Strategy Committee and Audit and Finance Committee.
- S/he also provides support to the development of the C19RM Secretariat Team policies and procedures, ensuring appropriate messaging of these developments that allow applicants to move forward through the Investment Committee review and approval process.

### Key Responsibilities

Support development of processes and lead the production of high-quality reports for internal and external audiences from the C19RM Investment Committee, including providing regular C19RM Secretariat support at Investment Committee and GAC/CTAG monthly meetings;

- Ensure process efficiency of Investment Committee meetings. This includes working closely with the Governance and Oversight Specialist to ensure clear and smooth process points and procedures as well as communicating individual roles and responsibilities in relation to Investment Committee functioning.
- Prepare reporting out of regular C19RM Investment Committee and GAC/CTAG meetings to appropriate stakeholders in a timely manner. This includes gathering and synthesizing information from across the Secretariat (including C19RM Secretariat, Grant Management country teams, Finance, Legal and Governance, Risk, Supply Operations / HPM Teams, Strategy and Policy Hub, CCM Hub, Investment Committee Chair and other IC members) to write the Investment Committee Reports to the Board; additionally drafting and coordinating edits from the C19RM Secretariat and relevant Secretariat teams for reports to SC and AFC as appropriate;
- Solicit and synthesize input from Grant Management country teams, Finance, Legal and Governance, Risk, Supply Operations / HPM Teams, TAP, CRG, CCM Hub, Policy Hub, Investment Committee Chair, and other IC members to ensure that the C19RM Investment Committee reporting is accurate and validated;
- Prepare communication between the C19RM Investment Committee and GAC/CTAG review meetings, relevant outcomes from consultations and monthly review meetings, including debrief notes and presentations for internal and external audiences;
- Prepare C19RM Investment Committee / Secretariat presentations to the Strategy Committee, Audit and Finance Committee and the Board in collaboration with relevant / respective team Specialists across the Secretariat;
- Support the development and documentation of new and/or revised C19RM procedures including review approaches, review documentation, and associated communication for internal and external stakeholders. Outputs include appropriate documentation templates for C19RM review stages and the strategic content of outcome and feedback reporting. Communications include FAQs, training materials, presentations on C19RM governance processes, funding recommendations and policy decisions, and responses to Board feedback;
- Manage the GAC/CTAG Extranet and act as Site Manager, including liaising with IT, in order to ensure functioning; this responsibility will also include developing relevant users' guides or training materials for GAC/CTAG Partners, and synthesizing outcome of reviews and inputs to individual C19RM funding requests, and inputs provided through discussion boards. Provide support to C19RM Governance processes, including Ethics and COI procedures for GAC and CTAG Partners, documentation of decisions, as delegated by the Senior Manager;
- Contribute to other C19RM policy and processes, as well as their communications, as delegated by the Senior Manager.

*Subject to change by the Executive Director at any time at his sole discretion.*

**Key metrics**

- Quality and timeliness of reporting
- Quality and timeliness of communication materials
- Accuracy of information and data presented
- Quality of Investment Committee-related policy development

**Key internal relationships**

- C19RM Advisory Group
- C19RM Investment Committee
- Legal and Governance team, as well as grant management legal teams as relevant
- Grant management country teams
- Finance; Risk; TAP; SO/HPM; CRG; CCM Hub; Strategy and Policy Hub
- Communications Team

**Key external relationships**

- GAC/CTAG Partners
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**3. Candidate profile****Qualifications**Essential:

Advanced university degree in international or public affairs, communications, social sciences, or other related field.

Desirable:

Accreditation in journalism and/or professional writing.

**Experience**Essential:

Experience synthesizing information and communicating effectively and in a timely manner with important stakeholders.

Professional work experience in a communication related role.

Experience independently drafting and finalizing high-quality written reports and presentations

Experience in working with multi-disciplinary teams or groups of stakeholders

Experience in process design, feedback gathering, and consensus generation

High degree of knowledge and familiarity with Global Fund processes and policies

Desirable

At least 5 years of professional working experience.

Experience in project tracking / management of multi-stakeholder processes or demonstrated success with detailed project management responsibility.

Global health knowledge: specifically, in areas of HIV, TB, malaria, health systems

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## Competencies

### Technical Competencies:

Outstanding writing and editing skills;  
Effective communicator, both written and verbal;  
Understanding of writing and visual styles and standards;  
Ability to multi-task, manage competing priorities under tight deadlines, work in a fast-paced environment and stay calm under pressure;  
Adaptability and flexibility in working in a complex and dynamic environment;  
High proficiency in Word, PowerPoint and Excel;  
Persuasive presentation and facilitation skills;  
Ability to ensure a high standard of publication-ready material

### Core Competencies:

Personal Effectiveness  
Working with Others  
Core Expertise  
People Leadership  
Global Fund mind-set

### Languages:

An excellent knowledge of English and preferably a good working knowledge of French and/or Spanish.  
Knowledge of other languages would be an asset.

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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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