

Role Description – Temporary Assignment

ADMINISTRATIVE ASSISTANT - 100%
(STARTING MID OCTOBER 2021 - ENDING 31.12.2021 – POTENTIALLY EXTENSIBLE)

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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

2. Rôle description (Draft)

Introduction

- Provide administrative support to team managers and team;
- Draft administrative correspondence in English in final form;
- Organise and coordinate management meetings, ensure the Managers have available the necessary information for them, take notes, prepare minutes and records of decisions; schedule appointments and, where appropriate, manage the Manager's calendars' coordinating and adjusting itineraries; organize teleconferences;
- Supports procurement processes to select service providers and develop work orders/purchase orders for consultancies (coordinates technical input to draft the associated document content (e.g. RFP, cost proposal templates, work order content, etc.), participates on technical review panels to select service providers, manages associated documentation and tracking for disease advisor teams (developing content for selection memos, tracking the status of numerous procurement processes), work closely with sourcing and across other Global Fund teams, including other SIID departments, the Country Teams and Legal to complete tasks described before.
- Maintain the team's travel plans, make travel arrangements;
- Organise events such as retreats, off site meetings, consultations, workshops etc. and handle related logistics;
- Preparing/formatting/refining slides and other communication materials.
- Perform other duties as required.

3. Candidate profile

Languages:

Excellent written English skills for all levels of correspondence

Fluency in of one of the following languages is an asset: French, Portuguese, Spanish or Russian.

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
