



INTERNATIONAL PROGRAMME OFFICER

(part-time, 21 hours/week)

Job Description, Person Specification and Terms of Service

About TB Alert

TB Alert is the only specialist British charity working both in the UK and internationally to fight tuberculosis. Our mission is to work towards the control and ultimate eradication of TB by increasing access to effective treatment for all. We do this by:

- meeting the information and support needs of individuals and communities affected by TB, and raising awareness of TB among health practitioners
- strengthening collaboration between health and social care systems and the NGO/community sector, for the care of patients and the prevention and control of TB
- influencing resource mobilisation and policy for the care of patients and the prevention and control of TB.

The increase in the number of TB cases worldwide, the disease's link to the HIV pandemic, and the appearance of drug-resistant strains create an urgent need for effective TB programmes.

Thematically, we focus on: mobilising communities and building the capacity of local NGOs, communities and patient activists to raise awareness of TB and TB/HIV; increasing access to and uptake of TB testing and treatment services, in collaboration with national TB programmes; and increasing community engagement in public health strategies and service delivery related to TB.

TB Alert supports projects in India and southern Africa, with our main institutional funders currently DfID and Comic Relief.

Job purpose

To contribute to the development, management and monitoring of the international programme work of *TB Alert*. The International Programme Officer will work alongside our International Programme Director.

Main Duties

- Maintain regular contact with partner NGOs, including being the primary point of contact for project partners, and undertake day to day project cycle management.
- Review financial and programmatic reports from project partners.
- Prepare financial and programmatic reports to donors including DfID and Comic Relief.
- Undertake overseas M&E visits; these will typically be once or twice a year, each for about two weeks.
- Assist with the preparation and delivery of external evaluations, visits and audits.

- Work with the International Programme Director and Finance Manager to ensure compliance with all donor contractual requirements.
- Research potential partners whose work aligns with *TB Alert's* strategic priorities, and support the International Programme Director to develop new project proposals.
- Facilitate the sharing of lessons learnt, including to our partners and other stakeholders.
- Maintain electronic and paper filing system for all projects.
- Support the Communications Manager to update programme content on TB Alert's website (no specific IT skills required).
- Undertake any other reasonable duties requested.

Person Specification

	Essential	Desirable
Qualifications/ Education/ Knowledge	<p>Relevant graduate qualification and/or equivalent experience</p> <p>Understanding of development issues and of cultural, socio-economic and political realities of India and/or sub-Saharan Africa</p>	<p>Post-graduate qualification in International Development or other relevant subject</p> <p>Understanding of health issues in India and/or sub-Saharan Africa</p>
Demonstrated Experience	<p>Working in a health/development NGO</p> <p>Working in partnership with local NGOs in developing countries</p> <p>Management of statutory and/or institutionally funded projects, including financial reporting and budget development</p> <p>Familiarity with donor grant requirements, especially DfID, Comic Relief and Big Lottery Fund</p> <p>Undertaking M&E visits</p>	<p>Relevant work experience within India, sub-Saharan Africa or another developing country</p> <p>Building partnerships with NGOs, community groups, research institutes, donors, government officials and other stakeholders</p> <p>Developing funding proposals for a variety of donors</p> <p>Experience in TB and/or HIV/AIDS programmes</p>
Abilities and Skills	<p>Ability to communicate fluently in English with strong written and verbal communication skills</p> <p>Highly organised with close attention to detail</p> <p>Problem solving attitude and skills</p> <p>Excellent working knowledge of MS Word and Excel</p>	
Personal qualities	<p>Strong commitment to health and development issues</p> <p>Eligibility to live and work in UK</p>	

Terms of Service

Reporting to

International Programme Director.

Salary

NJC Scale SO1 commencing at £25,453 (pro rata for 21 hours: £15,271).

Benefits

Optional contributory pension scheme: *TB Alert* contribution 6%; employee contribution 5%.
Annual Leave: 25 days plus bank holidays (pro rata), calculated on a January – December basis.

Probationary Period

Six months with an interim review at three months.

Hours of work

21 hours per week undertaken in normal working hours; we are flexible about whether these are worked as three full days or spread across the week. The job will typically require one or two overseas M&E trips each year, each for about two weeks. Time off in lieu or additional pay will be given for the additional days worked while on M&E trips.

Place of work

TB Alert's head office in Brighton.

Equal Opportunities

We are working towards being an equal opportunities employer and welcome applicants from all sections of society.

Application Procedure

To apply, please complete *TB Alert's* [application form](#). Please note that we do not accept CVs. Please email your application to recruitment@tbalert.org. Please direct any recruitment process enquiries to John Ramsay on 01273 234029 or john.ramsay@tbalert.org.

If you wish to discuss the post before applying, please call Sameer Sah, International Programme Director, on 07442 163699.

Deadline for applications: Sunday 17 May 2015.

Interview Schedule

Interview date: Thursday 28 or Friday 29 May, in Brighton.

You will be informed by Tuesday 19 May if you have been invited to interview.