

VACANCY

Conference Assistant Paris – 10 months CDD

Overview of The Union:

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world.

As a scientific organisation, The Union's approach starts with evidence. We conduct research so that we can know the nature of the challenges we face and their most effective solutions. Through our peer-reviewed journals, our global and regional conferences, and through training courses and technical assistance, we provide platforms for sharing scientific knowledge with stakeholders around the world. And by directly delivering health services and advocating on behalf of those affected by tuberculosis and lung disease, we directly act on the best available scientific knowledge. Know. Share. Act. These principles have driven The Union's work since its founding. For more information about The Union, please visit www.theunion.org.

Overview of the position:

The conference assistant will be providing administrative assistance for the following conferences:

- 48th Union World Conference on Lung Health (11-14 October 2017), Guadalajara, Mexico (3000 delegates)
<http://guadalajara.worldlunghealth.org>
- 20th Conference of The Union Africa Region (11-14 July 2017), Accra, Ghana (700 delegates)
<http://www.theunion.org/what-we-do/conferences/region-conferences>

Main Responsibilities:

- Distribute relevant information to conference contacts
- Assist in the monitoring and surveillance of conference tools by testing and updating databases
- Support the department in the communication with speakers and presenters
- Coordinate requests for meeting rooms
- Coordinate requests for letters of invitation
- Coordinate the scholarship programme & work with the in-house Travel service
- Proofread conference documents/publications
- Organise and prepare staff meetings
- Release email campaigns
- Coordinate with the Communication unit for the e-news to be disseminated
- Assist with the selection and recruitment of volunteers
- Other tasks as necessary

Qualifications:

- Fluent in oral and written English

(English mother tongue and proficiency in French and Spanish would be an advantage).

- Experience in an events role preferred or working with customers or the general public.
- Provide excellent customer care.
- Excellent computer skills.
- Positive attitude and excellent communication skills at all levels.
- Ability to work under pressure.
- Ability to work both independently and within a small team.
- Excellent event coordination skills and able to manage multiple projects simultaneously, often with conflicting demands.
- Organised and methodical approach to task completion, deploying excellent planning, prioritisation and time management skills.

How to Apply:

Please send your CV and a cover letter in English, including your salary expectations to hr@theunion.org with CA-TU17 in the object line of your email.

This position will be open until a candidate has been selected for the post. Only shortlisted candidates will be contacted.