

## VACANCY

### **Administrative Assistant - Conferences UK – 12 months**

#### **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](http://www.theunion.org).

#### **Main Responsibilities:**

Administrative support for the following:

- 50<sup>th</sup> Union World Conference on Lung Health (30 October -2 November 2019, Hyderabad, India)
- Events relating to the above mentioned conference (TBScience2019 etc.)
- Other conferences for which support is requested
- Assistance support to the Conference team

Hyderabad, India (5000-6000 delegates)

#### **Tasks:**

##### **Scientific programme support**

- Support the Scientific Programme team in the organisation of all aspects of conference sessions, including the communication with speakers, chairpersons, committee members and external stakeholders
- Monitor abstracts and sessions and update the programme management tools
- Distribute relevant information to internal and external contacts
- Coordinate with the Communication Department for information sharing across platforms
- Billing and tracking of meetings
- Produce statistics and generate tracking tables upon request
- Coordinate the rapporteur session
- Coordinate post-conference activities: certificates of attendance and presentation, CME credits, conference evaluation
- Any other support task with the World Conference as required

##### **Departmental support**

- Support and coordinate the Conference Department activities with calendar management skills
- Support the Conference Director as required
- Ensure that all records, reports are kept up to date
- Organise monthly departmental meetings and calls/meetings upon request

#### **Qualifications:**

Fluent in oral and written English



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

- Excellent organisation, and time management skills with strong interpersonal skills
- Ability both to function autonomously and collaboratively with colleagues remotely based
- Ability to manage multiple projects simultaneously, often with conflicting schedule
- Ability to work under pressure and still be able to prioritise tasks
- Available to travel and work to with countries in different time zones
- Excellent computer and clerical skills
- Positive attitude and professional communication skills
- Versatility and flexibility required
- Attention to details and ability to take initiatives

**Minimum experience:** 3-5 years in a similar position involving coordination, clerical support and communication in a culturally sensitive manner. Opportunity to lead to a longer collaboration.

**How to Apply:**

Please send your CV and a cover letter in English, including your salary expectations to [hr@theunion.org](mailto:hr@theunion.org) with AAC-TU in the object line of your email.

