

## VACANCY

### Director of Publications

The Director of Publications will provide leadership and management of The Union's IJTLD and PHA publications to raise and improve the visibility of the publications internationally and to expand their growth.

#### Main Responsibilities:

- Develop and implement a strategic plan to expand the reach and impact of the IJTLD and PHA, and develop new initiatives to increase the profitability of the publications.
- Contribute and actively participate as a member of the Senior Management Team to ensure the strategy is aligned with The Union's strategic goals.
- Create a strong brand identity and ensure the content of the journals are of the highest possible editorial quality.
- Manage the overall journal budget and resource utilisation, and oversee the monthly reporting, forecasts and budget plans.
- Serve as a central contact and work in collaboration with internal and external stakeholders to support the growth of the journals.
- Manage the Journals Unit and ensure the IJTLD and PHA are published on time.
- Working in close collaboration with the Editors-in-Chief, oversee the production of IJTLD and PHA, including the article selection process, author solicitation, and editing of all content.
- Managing the in-house journal team (and any freelance support) to oversee submissions, the editorial process, editor meetings and copyediting.
- Collaborate with the Finance Department for periodical vendor business reviews and RFP assessments.
- Establish efficient and user-friendly processes to ensure the journals are providing a service to authors and readers with market research to measure their impact.
- Develop key performance indicators (KPIs) and generate analytic reports.
- Foster collaborative relationships with academics and experts in the fields of TB, lung disease and lung health, publishers, medical associations and other relevant external and internal stakeholders.
- Ensure adherence to all Union standard operating procedures, policies, processes, and compliance guidelines.

#### Qualifications:

University degree in a relevant area of the Life Sciences.

Minimum of 10 years' related work experience, preferably in an international and/or not for profit organisation.

4-5 years' experience in managing a group of publications.

**Competencies:**

- Strong leadership skills and ability to plan and implement strategies.
- Good understanding and technical knowledge of the public health sector.
- Experience in managing business theory, business processes and budgets.
- Excellent written, oral, and interpersonal communication skills in English.
- Ability to identify, develop and track key performance indicators (KPIs) to drive informed decision-making and refining strategies.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly motivated self-starter, with the ability to constantly seek innovative ways to achieve goals in an efficient and timely manner.
- Extensive experience working in a team-oriented, collaborative environment and ability to work across departments and with offices worldwide and to manage teams remotely.

**How to Apply:**

Please send your CV and a cover letter to [hr@theunion.org](mailto:hr@theunion.org) with the reference '**Publications Director**' in the subject line.

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