The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France, with regional and country offices in Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia regions. Its mission is to bring innovation, expertise, solutions and support to address health challenges in low- and middle-income populations. With nearly 15,000 members and subscribers from 150 countries, The Union’s scientific departments focus on tuberculosis, HIV, tobacco control, lung health and non-communicable diseases, and research. Each department engages in research, provides technical assistance and offers training and other capacity-building activities leading to health solutions for the poor. For more information about The Union visit www.theunion.org

The Position:

The Union is seeking a Conference Assistant for a fixed-term period of 6 months, based in Paris. Applicants must have a valid work permit for France.

Main Responsibilities:

Administrative support for the following conferences:

- 46th Union World Conference on Lung Health (2-6 December 2015), Cape Town, South Africa (3000 delegates)
- 20th Conference of The Union Africa Region (30 November – 1 December 2015), Cape Town, South Africa (700 delegates)

Tasks:

- Testing and updates of conference databases
- Coordinate the scholarship programme & liaise with the in-house Travel service
- Update and administration of the conference website
- Proofreading of conference documents/publications
- Emailing campaigns and coordination with the Communication Unit for The Union e-news and conference flash
- Monitoring of online and offline registrations
- Follow-up of payments with Accounting Unit
- Follow-up of post-conference activities

Qualifications:

- Minimum 2 years working experience, preferably in an international environment
- Minimum Bac +3, and or university degree or diploma in communications or related field
- Fluent in oral and written English, and proficiency in French and Spanish would be an advantage.
- Experience in an events role preferred or working with customers and/or the general public.
- Excellent customer care.
- Positive attitude and excellent communication skills at all levels.
- Ability to work under pressure.
- Excellent event coordination skills and able to manage multiple projects simultaneously, often with conflicting demands.
• Excellent planning and organisation skills.
• Team player
• Flexible

Please visit our websites for more information:
www.theunion.org
http://www.theunion.org/where-we-work/north-america

How to Apply:

Please send your CV and a cover letter, including your salary expectations to hr@theunion.org.

Only shortlisted candidates will be contacted.

A written test and interviews may be used as a form of screening.

Application deadline: 17 June 2015