

Technical Officer - Grants, Tobacco Control

The mission of the International Union Against Tuberculosis and Lung Disease (The Union) is to bring innovation, expertise, solutions and support to address health challenges in low- and middle-income populations. With nearly 10,000 members and subscribers from 145 countries, The Union has its headquarters in Paris and regional and country offices serving the Africa, Asia Pacific, Europe, Latin America, North America and South-East Asia regions. Its scientific departments focus on tuberculosis, HIV, lung health and non-communicable diseases, tobacco control 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 visit our web site: www.theunion.org.

Our Mission: The Union brings innovation, expertise, solutions and support to address health challenges in low- and middle- income populations.

Our Vision: Health solutions for the poor.

Our Values:

*Quality...*we deliver our services and products to the highest possible standards.

*Accountability...*we are responsible stewards of resources and deliver on our commitments.

*Independence...*we maintain the freedom to pursue innovation and are guided by the best evidence to improve the health of the poor.

*Solidarity...*we stand together as one Union to overcome the greatest challenges to improve health among the communities we serve.

Background:

The Union is seeking qualified candidates for the post of **Technical Officer - Grants, Tobacco Control**. The Department of Tobacco Control and The Union Europe Office have been based in Edinburgh since 2007. The Department of Tobacco Control is working for a world free from the poverty, disease and death caused by tobacco. Today, from the Scottish Office, The Union coordinates tobacco control projects in 43 low- and middle- income countries. The Union supports governments and local NGOs to develop and implement tobacco control policies in line with their commitments under the Framework Convention for Tobacco Control (FCTC), the world's first public health treaty.

The post is based in Edinburgh, Scotland, and for a fixed term of 18 months. Competitive remuneration offered.

Overall Role:

Within The Union Europe Office, the successful candidate will report to the Senior Grants Officer. Applicants should preferably have international work experience in the non-for-profit, academic, or government sector.

Responsibilities:

Responsibilities	% of Total Time
<p data-bbox="229 367 461 398">Grant Proposals</p> <ul data-bbox="277 443 1177 965" style="list-style-type: none"><li data-bbox="277 443 1177 510">• Advise on granting priorities and support the launch of the call for proposals from worldwide applicants<li data-bbox="277 555 1177 651">• Support applicants during the entire grant process and contribute to the assessment of whether applications are eligible for funding and against funding criteria<li data-bbox="277 696 1177 763">• Provide information and recommendations to grants programme team and to the review committee<li data-bbox="277 808 1177 875">• Contribute to technical aspects of the grants agreement process and summarising progress<li data-bbox="277 920 1177 965">• Keep applicants informed about the progress/final decision of their application	<p data-bbox="1273 398 1337 430">30%</p>
<p data-bbox="236 1032 373 1064">Technical</p> <ul data-bbox="277 1086 1185 1482" style="list-style-type: none"><li data-bbox="277 1086 1185 1189">• Ensure the direct support of a portfolio of grantees by monitoring, approving technical reports and identifying assistance needs (assign technical reviewers or assessing review comments)<li data-bbox="277 1211 1015 1243">• Participate in the grants review meetings as required<li data-bbox="277 1265 1185 1368">• Ensure accurate records of applications and grantee correspondence and write summary reports on technical aspects of the grants programme<li data-bbox="277 1391 1185 1482">• Promote and contribute to the development of the grants programme, including representation at external events as required	<p data-bbox="1273 1048 1337 1079">20%</p>
<p data-bbox="229 1554 560 1585">Compliance/Monitoring</p> <ul data-bbox="277 1608 1185 2033" style="list-style-type: none"><li data-bbox="277 1608 1185 1675">• Ensure compliance with donor requirements and adequate implementation of grant management standards and procedures<li data-bbox="277 1697 1185 1861">• Take responsibility and assist the Senior Grants Officer in ensuring grants are managed according to donor and The Union's standards including working with the finance department with regard to the use of funding, project reporting, record keeping, and grant contract management systems<li data-bbox="277 1883 1185 1951">• Ensure proactive monitoring and management of financial and operational risk to minimise disallowable costs and practices<li data-bbox="277 1973 1185 2033">• To assist the technical team (TAs and CAs) in assessing eligibility for grant submissions with particular regard to the applicant's	<p data-bbox="1273 1570 1337 1601">30%</p>

<p>prequalification and in-built capacity for compliance to national regulations, administrative procedure capability and audit experience</p> <ul style="list-style-type: none"> • To assist the technical team to make proper and donor compliant decisions with regard to project reinvestments and amendments/extensions required • To assist the technical team in ensuring clear and transparent reporting within grants, including the technical quality of reports • Oversee grant evaluations, providing technical input and respond to draft reports to ensure that they reflect the TORs of the evaluation 	
<p>Reporting</p> <ul style="list-style-type: none"> • Updating one page summaries for grants as needed 	10%
<p>Travel as required</p>	10%
<p>Any other tasks as agreed with the Director of The Union Edinburgh Office</p>	

Qualifications :

Essential

- Masters in Public Health or MSc in Public Health or related discipline; with at least one years' experience of working in public health with international experience as a preference
- A sound understanding of the processes and considerations involved in grant funding
- Excellent organisational skills
- Ability to successfully manage competing priorities and meet deadlines
- Strong oral and written communication, consultation and interpersonal skills
- Capacity to work independently and collaboratively in a team environment with tact and diplomacy
- Proficiency in Microsoft Office package (Excel, Word, Outlook)
- Identifies with The Union's Mission and Vision statements, and Core Values – *Quality, Accountability, Independence and Solidarity*
- Valid UK Work Permit.

Desirable

- 3 years' or more experience of working in public health with international experience as a preference
- Experience of working in international tobacco control
- Experience working for a not-for-profit organisation.
- Positive attitude and dynamic.

How to Apply:

If you are interested in applying for this post please send your CV and a cover letter to hreurope@theunion.org. The closing date for applications is **Wednesday 25th February**.