

TERMS OF REFERENCE

Title: Administration and Finance Assistant
Project: TBpeople Global Secretariat Support
Reports to: Director, TBpeople Global
Nature of post: Part-time

1. General Background

Tuberculosis (TB) is the deadliest infectious disease in history. It claims more lives each year than any other infectious disease and is the world's only major, airborne, drug-resistant disease. At the current rate of progress, TB will continue to threaten global public health for another 180 years.

TBpeople is the global network of people affected by TB. Started in 2016, the network is driven by its vision, *World Free Of TB*, and its mission, *Unite People, Defeat TB*.

2. Purpose and Scope of Assignment

The Administration and Finance Assistant will provide crucial support to the global Secretariat of TBpeople. The post will be ideally suited to someone at the beginning of a career in international development, and who has an interest in global health.

Duties for the Administration and Finance Assistant role include, but are not limited to:

- Providing general administrative support to the Secretariat: overseeing correspondence and email communication, maintaining contact lists, data entry (financial).
- Supporting the Secretariat with research and writing, particularly in relation to briefing materials and managing translation of documents into other languages.
- Supporting communication between the Secretariat and national Chapters of TBpeople.
- Assisting with arrangement of travel logistics.
- The post-holder may be required to travel internationally.
- The post-holder will be willing to also carry out other duties as necessary.

3. Monitoring and Progress Controls

Working Arrangements: The Administration and Finance assistant will be a consultant based remotely in any region and their work will be directed by TBpeople's Global Director. A monthly report will be submitted to monitor progress.

4. Qualifications and Experience

Motivation and "can-do" attitude are as important (more important) than qualifications.

Languages: Excellent English is necessary. A second language is desirable, but not essential.

b. Work Experience

Experience in providing logistical/administrative support would be preferred and/or any campaigning or advocacy work in either a paid or voluntary environment.

Skills:

- Good written and spoken English.
- Excellent computer literacy (with Word, Excel, Powerpoint as basics skills).
- Self-starting, highly organized, and able to manage multiple tasks.
- Ability to respond flexibly to changing priorities, and to work to deadlines.
- Willingness and flexibility to work across a range of tasks and activities.

Personal characteristics

- A good team worker who enjoys supporting other members of a team and working together for common objectives.
- Equally qualified TBpeople members and others affected by TB shall have a priority.

To apply please email your CV and a covering letter telling us why you are right for the role:

Paul Thorn, Director, TBpeople (Global)

Email: Paulanthonythorn@gmail.com

Website: www.tbpeople.org.uk

FB: www.facebook.com/tbpeople/

Closing date for applications is Friday 11th September 2020.