

Organisation: [Tuberculosis Europe Coalition \(TBEC\)](#)

Position: TBEC Manager

The Tuberculosis Europe Coalition (TBEC) is looking for an experienced full-time manager to join its international team. TBEC Manager will implement a new Community, Rights and Gender (CRG) grant from the Global Fund to Fight AIDS, Tuberculosis and Malaria to support the capacity building of tuberculosis affected communities and civil society to be meaningfully engaged in the tuberculosis response in the WHO Europe region.

ABOUT TBEC

The Tuberculosis Europe Coalition ([TBEC](#)), established in 2009, is a regional advocacy network of civil society organisations and individuals from across the WHO Europe region, comprising Western and Eastern Europe, Caucasus and Central Asia. The network aims to strengthen the role of civil society within the regional response to tuberculosis (TB), and ensure political and financial commitments to end TB. Currently TBEC has more than 170 members from more than 35 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up advocacy capacity building and support to country-led TB advocacy initiatives. The TBEC Secretariat is responsible for the coordination, communication, administration, programmatic and policy management of the network.

MAIN RESPONSIBILITIES

TBEC Manager's main responsibility will be to carry out the CRG project activities. She/he is also expected to assist in the further integration of TBEC and its growth into a well-established, accountable and representative organization. TBEC Manager will work closely with the Chair and co-Chairs of the TBEC Board which consists of representatives from the wider European region and provides overall strategic oversight and guidance to the network.

Within this framework, TBEC Manager will:

- Organise regional capacity building workshops with peer learning exchange between representatives of TB civil society and TB communities;
- Reinforce TBEC's capacity building activities in the WHO Europe region providing guidance and technical support to TBEC members;
- Facilitate regular dialogue between UN agencies, technical regional partners, donors and TB civil society, communities and key populations of the regions in different fora;
- Coordinate the advocacy efforts of various national and regional partners in the region towards global and regional conferences and events around TB;
- Liaise with other regional civil society and community networks;
- Implement monitoring/evaluation and reporting duties specific to this project, as well manage the project's budget;
- Carry out other activities foreseen in the CRG grant project.

ESSENTIAL SKILLS

- Proficient knowledge of English and Russian

- Proven experience in advocacy and/or capacity-building activities
- Proven experience in coordinating networks, preferably civil society networks
- Proven experience in monitoring and evaluation, reporting and managing budgets,
- Self-motivated, ability to multi-task, able to work independently and take responsibility and initiative
- Understanding of NGO philosophy and methods of work
- Interest and experience in health and social issues in the wider European region
- Excellent interpersonal, communication and organisational skills
- Commitment to the values, vision and mission of [TB Europe Coalition](#)

CONDITIONS

- Contract: we offer a consultancy contact until December 2019 (renewable depending on further funding opportunities). Remuneration will be based on candidate's profile and experience
- Location: flexible, the TBEC Manager should be based in [WHO Europe region](#)
- Starting date: preferably August/September 2018

INTERESTED?

Please send your **CV and cover letter** in English to coordinator@tbcoalition.eu with the subject line: "TBEC Manager***your name***" by **20 July, 2018 6pm CET**.

Your cover letter should highlight how your skills and experience are well-suited to the requirements of this position. Short-listed candidates will be contacted by **30 July, 2018**.