



TBEC Administrative Officer (70% FTE)

Part-time Administrative Officer

The [TB Europe Coalition](#) (TBEC) is looking for experienced **part-time (70% FTE) Administrative Officer** to join its international team. **TBEC Administrative Officer** will support tuberculosis (TB) affected communities and civil society to be meaningfully engaged in the TB response and transition to people-centered care in the WHO Europe region, with a particular focus on the countries of Eastern Europe and Central Asia (EECA).

ABOUT TBEC

Established in 2009, TBEC 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 TB, and ensure political and financial commitments to end TB. Currently TBEC has more than 200 members from more than 30 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its 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

The Administrative Officer will work towards two objectives:

- Ensure administrative support for successful implementation of activities under Global Fund Multi-Country Program “Advancing People-Centered Quality TB Care – From the New Model of Care Towards Improving DR-TB Early Detection and Treatment Outcomes” grant and meet the requirements agreed in the grant contract, deliverables and budget.
- Ensure administrative support for the successful operation of TBEC and its growth into a well-established, accountable and representative organization.

The Administrative Officer's main responsibility will be to carry out activities under ongoing TBEC projects. Administrative Officer will work under the supervision of the TBEC Executive Director.

Within this framework, the Administrative Officer will:

- Administer contracts, including drafting of contracts with service providers, providing programmatic expertise; control over quality of goods and services provided, based on the fulfilment of deliverables specified in the contracts; and administer timely payments;
- Participate in budgeting and reporting exercises under the lead of the TBEC Consultant responsible for finance management (administrative support during audits – scans, preparation of papers, variances estimation) as per donors' requirements;

- Record flow of office and administrative expenditures (overheads payments, consultants' expenses related to the fulfilment of the work tasks as specified in monthly invoices and to be compensated through the monthly fee);
- Provide administrative support on the logistics for organisation of national and regional events of TBEC (travel, accommodation, meals, reimbursement, as well as coordination with the logistics providers for organization of events etc.); negotiate quality conference services and prices with service providers;
- Check budget assumptions for events, accuracy of the budget lines and total amount on the contract with actual spending and ensure compliance with donor requirements and TBEC policies;
- Technically support conduction of online events;
- Coordinate procurement of administrative goods and services, including preparation of ToRs for goods and consultants' services, ensuring that procurement contracts are awarded on a competitive basis with prices not exceeding the market price for similar suppliers, assets and/or services;
- Ensure communication with the providers and contractors, as well as donors' agencies on financial and administrative issues, particularly as needed per organization of the events¹;
- Provide administrative support to other TBEC Consultants (office management, coordination of IT support, etc.);
- Provide other on-going administrative support as required by TBEC strategy and operational activities;
- Ensure communication with TBEC members as needed (particularly on the matters of the logistical arrangements related to participation in the TBEC events) in line with the objectives and tasks outlined in the Agreement;
- Provide written translation of documentation and other relevant materials needed for the TBEC team from/to English;
- Contribute to TBEC visibility via its online and other communication channels, through assisting with ad hoc translations.

ESSENTIAL SKILLS

- Minimum 2 years of experience in administrative work or confirmed work experience in relevant field;
- Proficient knowledge of English and Russian;
- Proven experience in organization events, webinars, etc, inter alia online;
- Proficient user of Zoom platform, knowledge of other online interactive instruments will be an asset;
- Proven experience in communication with local and international consultants;
- Understanding of mechanism of grant and sub-grant management;
- Self-motivated, ability to multi-task, able to work independently and take responsibility and initiative;
- Experience in work with NGO, understanding of NGO philosophy and methods of work;
- Excellent interpersonal, communication and organizational skills;

¹ As outlined in TBEC organization policy.

- Commitment to the values, vision and mission of [TBEC](#)

CONDITIONS

Contract: we offer a consultancy contract until 31 December 2021 (renewable, subject to available funding).

Consultant will be liable for payment of taxes, should such taxes be withheld as a result of payment under consultancy contract.

Remuneration will be paid in US Dollars, so consultant shall have a USD bank account.

Remuneration: 910 USD

Location: [WHO Europe region](#), preferably in Kyiv, Ukraine.

Starting date: February 2021

INTERESTED?

Please send your **CV and cover letter** in English to Anna Medvedenko, medvedenko@tbcoalition.eu, with kalancha@tbcoalition.eu in CC with the subject line: “**Administrative Officer *your name***” you are applying for by **31 December, 2020 6pm CET**.

Your cover letter should highlight how your skills and experience are well-suited to the requirements of these positions and why you specifically want to work for TBEC.

Short-listed candidates will be contacted by **6 January, 2021**.

Interviews with short-listed candidates will be conducted on-line via Zoom by **15 January, 2021**.