

L-19015/3/2022-TB  
Office OfThe Board Member (BM)  
South-East Asia Constituency of the Global Fund  
Central TB Division, Jeevan Vihar Building, No. 3, Sansad Marg, New Delhi-110001

Date: 21<sup>st</sup> February 2023

**VACANCY NOTIFICATION**

Applications are invited from the eligible candidates for the following position, purely on contractual basis, for the office of Board Member (BM), South-East Asia Constituency of the Global Fund (i.e DDG-TB, MoH&FW).

<b>S. No</b>	<b>Position</b>	<b>Vacancy</b>	<b>Qualification &amp; Experience</b>	<b>Age</b>	<b>Monthly Remuneration</b>
1	Assistant to Board Member (BM), South-East Asia Constituency of the Global Fund.	01 [Purely, Contractual.]	<b>Education:</b> Bachelor's degree in any discipline  <b>Experience:</b> Minimum 05 Years	Up to 60 Years	Rs. 45,000/- to Rs. 55,000/- (Consolidated)

The detailed Terms of Reference (TOR) and Application Form are **annexed herewith**.

**How To Apply:**

Candidates are requested to fill in the application in prescribed format correctly and submit it on the email id [asst.bm.2023@gmail.com](mailto:asst.bm.2023@gmail.com) . The last date for receiving applications is the end of **15<sup>th</sup> day from the date of publication**. Applications will be accepted online in the prescribed application format only.

## Terms of Reference (TOR)

**Post Title:** Assistant to Board Member (BM), South-East Asia Constituency of the Global Fund.

**Category:** Administrative, purely contractual.

**Location:** New Delhi

### **Background**

The Global Fund to Fight AIDS, Tuberculosis and Malaria often called as “The Global Fund” is a partnership organization between governments, private sectors, NGOs, international agencies, and communities. The governance of the Global Fund is handled by its Board.

The Global Fund Board comprises of various constituencies namely donor group (private foundations and countries), implementers group (developing countries, key populations, civil society) etc. **The South East Asia (SEA) Region** is one of the constituencies of the Global Fund under the implementing group on the Board of the Global Fund. The SEA region countries take turns to sit at the Global Fund Board as Board Member (BM) and the Alternate Board Member (ABM) for tenure period of two years in alphabetical order of arrangement. In the current term (2022-24), India and Indonesia are representing SEA constituency at the Global Fund Board as Board member and Alternate board member respectively.

### **JOB DESCRIPTION- ROLES & RESPONSIBILITIES**

In accordance with the Global Fund’s mandate to maintain an effective communication within constituency and bring in-constituency perspective & stance in consultative manner in the Global Fund board meetings, “**Assistant to BM**” will facilitate/support the **Board Member and Constituency Focal Point**, ensuring their seamless functioning and engagement within the constituency and with the Global Fund board affairs. Key tasks of “Assistant to BM” include the following:

- I. To assist the Board Member in *managing* (opening, sorting, recording) *emails and other correspondences* received from the Global Fund, Implementer Groups (ImGs) and other stakeholders regularly, and accordingly scheduling /marking on calendars and taking notes, serve the prior notice and/or reminder to the Board Member.
- II. To assist the Board Member with necessary support for accessing the files and documents in his computer sent by the Global Fund or forwarded by the CFP.
- III. To assist the Board Member compile all the reading materials / documents received by emails from the Global Fund, ImGs, and others regularly and accordingly take notes for the Board Member.
- IV. To assist the Board Member in keeping track of all key meetings (including Global Fund board meetings, retreat meetings, ImG meetings, SEA constituency pre-board and other ad-hoc meetings etc.)- Physical and virtual, keeping track of meeting as per schedule, adding in meeting calendar and make requisite preparations for: -
  - a. Gathering documents/materials related to meeting for ready reference of BM.
  - b. Setting up connection for virtual meetings to ensure uninterrupted full participation

- c. Arranging meeting space/venue for Physical meetings in accordance with SEA constituency workplan
- d. Arranging/ coordinating for international travel of BM and SEA constituency delegates for Board meetings and constituency meetings
- V. To provide support in all administrative and logistics assistance to the Board Member in seeking the travel authorizations, travel and hotel reservations, processing requests for visas and other documents.
- VI. To assist in the administrative and logistics support during the SEA Constituency Meetings, Global Fund Board Meeting and Committee Meetings in drafting official communiqués/correspondences/directives and information such as invitation letter along with meeting agenda and concept note of the SEA Constituency Meetings, follow up for participation, compile the participants list.
- VII. To assist the Board Member / Alternate Board Member during the SEA Constituency Meetings, Global Fund Board Meeting and Committee Meetings in drafting his opening and closing speeches/ remarks, compile the notes in word, excel, and ppt for presentations required for the meetings.
- VIII. To assist the Board Member / Alternate Board Member to note key points of proceedings of the meetings; in preparing financial statements and reports, memos, invoices letters, and other documents.
- IX. To assist the Board Member / Alternate Board Member in maintaining the office files and archive records, important documents, stock inventories and retrieving the documents for any purposes.
- X. To assist in keeping the records of expenditures of the communication costs for Board Member / Alternate Board Member and his office and assist in maintaining the office costs of the SEA.
- XI. To assist Board Member / Alternate Board Member for ordering supplies and printing all his reading materials received from the Global Fund, ImG and other documents, letters, etc., as per requirement.
- XII. To assist for procurement of goods & services required for smooth functioning of SEA Constituency of GF and manage records/database thereof.
- XIII. To maintain the office files, records, stock inventories and other relevant records of SEA constituency of Global Fund in such manner that these could be retrieved at any time for any purpose.
- XIV. To liaise with the CFP in delivering the above support to the Board Member / Alternate Board Member and execute the tasks independently.
- XV. Any other tasks assigned by the board member.

#### **QUALIFICATIONS & EXPERIENCE REQUIREMENTS:**

- **Essential:** Bachelor's degree in any discipline from a reputed University / Institution / Board recognized by Govt. of India / approved by Govt. regulatory Bodies
- **Desirable:** Masters' degree in any discipline, diploma certificate(s) in accounts or administration.
- **Minimum 5 years of working experience** in administration and accounts of any Govt. organization/Organization of repute.
- **Preference:** Person having experience dealing with international organizations will be preferred.

#### **SKILL & COMPETENCIES**

- Should have good command over MS-Office (MS Word, Excel, Power point etc.), internet and common computer software.
- Should have good communication skills in English both written and verbal.

- Should have interpersonal and managerial skills with the ability to work in a deadline-driven environment.
- Should possess team working capability.
- Should have the ability to handle multiple priorities.
- Should have strong organizational skills and good employment record.
- Must always maintain confidentiality in the matters of SEA constituency.

**Nature of appointment:** The appointment of the Assistant to BM will be on contract basis for a period of one year (subject to satisfactory performance). Further extension will be based on actual requirement of the position till the end of the tenure of BM.

**Travel:** The job includes travel, as and when required.

**Remuneration:** Consolidated remuneration in the range of Rs.45000-55000 per month, depending upon the previous experience & qualifications, is admissible.

**Age Limit:** Age should not be more than 60 years on the last date for receipt of application.

**Reporting To:** Assistant to BM will report to Board member, SEA Constituency [i.e., DDG (TB), Central TB Division, MOHFW].

**Leave:** Entitled to 2.5 days for each completed month in a calendar year. No encashment is allowed for the leave un-availed.

Photograph

**APPLICATION FORM**

Position	Assistant to Board Member (BM), South-East Asia Constituency of the Global Fund, purely contractual post.
Name	
Father's / Husband's Name	
Date of Birth	
Gender	
Nationality	
Mobile No	
Email ID	
Permanent Address	
Correspondence Address	
Education Details (Graduation Onwards)	
Details of Computer Knowledge	
Experience Details (Starting from Most Recent)	
Total Years of Experience	
Last Drawn Monthly Remuneration (In Rs.)	

**Undertaking**

I hereby declare that:-

1. The information provided in the application form above is true, complete, and correct to the best of my knowledge and belief.
2. I understand that in the event any information is found to be untrue/ false / incorrect or I do not satisfy the eligibility criteria, my candidature will be cancelled without assigning any reason whatsoever.
3. I have read the contents of the advertisement / TOR and agree to abide by Terms & Conditions for appointment of the position applied for.
4. I shall produce all my Documents / Degrees / Certificates to justify my credentials, as and when required, failing which my candidature will be cancelled at any stage without assigning any reason whatsoever.

Name:

Place:

Date: