

## **CALL FOR NOMINATIONS 2012**

### **Communications Focal Point Developed Country NGO Delegation Global Fund to Fight AIDS, Tuberculosis and Malaria**

This is to inform you of a Developed Country NGO Delegation position available on the Board of Directors of the Global Fund to Fight AIDS, Tuberculosis and Malaria.

This representative will be selected to serve up to three years (beginning November 2012), subject to an annually conducted performance review. The delegation will seek regional balance among its three official representatives wherever possible. In special circumstances the delegation, in consultation with the constituency and in a transparent manner, may decide to depart from the above guidelines.

#### **WE ARE NOW SOLICITING APPLICATIONS FOR POSITION OF:**

**Developed Country NGO, Communications Focal Point (CFP)**

**Term of Service: November 2012-2015**

Positions currently occupied:

- **Board member** - Alvaro Bermejo, International HIV/AIDS Alliance (UK), Term of service July 2011-2013
- **Alternate Board member** - Don Baxter, Australian Federation of AIDS Service Organisations (Australia), Term of service Nov 2011-2013
- **Interim Communications Focal Point** - Sunita Grote, International HIV/AIDS Alliance (UK), Term of service Feb-Nov 2012

Nominated individuals need to prepare and submit a four page application and attach letters of reference. The selection criteria and application process are explained in detail in the Terms of Reference, Section (E) Application Process.

#### **TERMS OF REFERENCE**

In principle, the role of the Communication Focal Point (CFP) is that of a volunteer, and not paid for by the Global Fund. The salary would preferably be covered by the hosting organisation, a donor, and/or other developed country NGOs participating in the delegation. Travel and per diem costs to attend Board meetings are covered by the Global Fund. The position can demand up to 50% of a full-time equivalent (FTE).

#### **(A) Key Operational Functions:**

The CFP works closely with the Developed Country NGO Board Member and Alternate Board Member. Together, these three comprise the official Delegation<sup>1</sup> between Board meetings.

Key CFP operational functions include:

1. Assist the Board member and Alternate Board member to carry out their functions and mandates;
2. Provide secretariat support to the work of the Delegation during and between Board meetings;
3. Ensure timely dissemination of information and documentation related to the Board and Committee meetings and other Global Fund related business to the Delegation and the wider constituency;
4. Facilitate the selection of new Board and Alternate members.

#### **(B) Specific Tasks and Functions**

##### **1. Assist the Board member and Alternate Board member to carry out their functions and mandates:**

- Facilitate the process of forming the Delegation for each Board meeting;
- Maintain close communication with the Delegation's Board member and Alternate Board member through regular email messages, teleconferences and retreats between the Board meetings;
- Develop and track the Delegation's workplan and priorities
- Organize full Delegation teleconferences as necessary for expanded consultations;

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<sup>1</sup> Delegation: Between Board meetings, the Delegation consists of the Board and Alternate Board members, and the CFP. At Board meetings, the Delegation is comprised of 10 members, including the Board member, Alternate Board member and CFP.

- Provide strategic advice on issues related to the Board functions and working methods;
- Establish and follow up a coordinated and continuous communication with the Developing Country NGOs and the Communities Delegations in regards to voting and inputs to the Secretariat requests between the Board meetings.

## **2. Provide secretariat support to the work of the Delegation at and prior to the Board meetings**

- Prepare invitations to selected NGO members to join the delegation, and ensure logistical documentation is disseminated;
- Ensure that all delegation members are properly informed about their tasks and duties during the course of the meetings, and coordinate an optimized delegation support to the Board member and Alternate Board member;
- Organize and facilitate pre-meeting(s) and daily post-meeting debriefs of Delegation members;
- Provide additional background research, consultations and input to develop Delegation positions, where time and resource constraints permit;
- Ensure that the Board member and Alternate Board member are supported through final talking points and position papers where requested;
- Communicate with other NGO Delegations to organize joint meetings, and assist in the development of the meeting agendas in preparation for the Board meetings;
- Organize delegation pre-meetings with other delegations, as required, to discuss key issues and coordinate strategies before the Board meeting;
- Liaise with the Global Fund Secretariat for meeting room bookings, developing meeting schedules, and other logistical arrangements;
- Participate in, and follow-up to, Board meetings through debriefings and written reports on the Delegation's work; and
- Disseminate information on the Global Fund through the NGO network.

## **3. Ensure timely dissemination of information and documentation related to the Board and Committee meetings:**

- Coordinate the flow of Board meeting documentation from the Fund Secretariat to Delegation members;
- Coordinate the flow of Board Committee meeting documentation from the Fund Secretariat to Delegation members;
- Compile and disseminate information on the Delegation's work with the GF Committees;
- Facilitate the renewal of Board Members; including
  - Liaise with the Board member and Alternate Board member to convene and facilitate the establishment of the processes for Nomination, Selection and Committee functioning, including acting as the Secretariat to receive nominations, ensure that applications are complete, prepare and disseminate nominations to the Selection Committee; and
  - Provide support to the Selection Committee to carry out its mandate.

## **(C) Qualifications and Criteria for Selection**

The CFP is an individual. However, institutional support is critical to carrying out the duties. The geographic coverage of the CFP spans developed countries around the world. Based on the Board and CFP functions, the selection of the CFP should consider the following criteria:

- Understanding of the scope of work of the Global Fund and opportunities it presents, particularly as it relates to NGO and PLHIV issues in developing countries;
- Experience and ability to assume responsibility to carry out the tasks as described above;
- Ability and capacity to communicate and network effectively and broadly (must have functioning communication linkages);
- Ability to represent and promote the Fund publicly when requested by the Board and/or Alternate Board members;
- Ability to facilitate the development of, and adherence to, processes that ensure transparency and accountability between the Delegation and NGOs generally;
- Diplomatic and strategic political skills (working within a 10 member Delegation and between Delegations);
- Ability to work in written and spoken English, which is the working language of the Global Fund (additional languages are greatly desired);
- Experience facilitating effective global communication among multiple constituencies;
- Assurance from employer regarding availability of up to 50% of working time for Global Fund related duties, if selected.

**(D) Length of Term**

The selection of the CFP is for a 3-year term and is renewable once, based on an assessment process convened by the Board member and Alternate Board member. A CFP ceases to be a CFP or can be removed from the duties described above by the Board and Alternate Board members if:

- He/she resigns and his/her organization is not able to replace the individual;
- He/she no longer has an employer who is supportive of the time commitment required or he/she no longer has links to the organizations that secured his/her selection as CFP;
- He/she is unable to perform the agreed upon tasks, or to work productively with the Board, Alternate and Delegation Members; or,
- If a conflict of interest is declared i.e. if he/she is a member (or affiliated) of CCM, is a PR or LFA.

**(E) Application Process – Read carefully**

Nominated individuals to the Developed Country NGO Delegation need to prepare and submit an application that covers the following:

- Name, contact information, age, organizational affiliation, communities served;
- Short Curriculum Vitae (CV) outlining experience; (maximum 2 pages)
- Short Narrative outlining your understanding of the Fund and vision for its future, your NGO and community linkages in terms of relevant experience, and the most significant capabilities you would bring to the Delegation that address the specified criteria (maximum 2 pages).

Attached to the application will be:

- A letter of reference from your own organization, indicating whether or not they are able to fully or partially cover your salary for the period and agreeing to the additional travel and workload (1 page only).

**Applicants may be requested to also participate in a telephone interview conducted by the selection committee.**

The **CLOSING DATE** for nominations is **Thursday 6 September 2012**. The candidates should send applications with all required documents to:

Sunita Grote  
E-mail: [sgrote@aidsalliance.org](mailto:sgrote@aidsalliance.org)  
tel: +44 1273 718713

We thank all applicants for their participation. **The results of selection process will be announced within 2 to 3 weeks after the closing date through the listserves:**

- The delegation's Contact Group
- Global Fund Advocates Network listserve
- ITPC listserve
- IHP CSO Forum
- Health GAP listserve
- Malaria Roundtable
- Other electronic forums (as determined by individuals for broader posting); and
- Other lists used by various NGOs and networks. Networks and organizations are also requested to send the information out broadly within their own electronic lists if possible.