



Job Vacancy: Global Network Coordinator

Location	:	Telecommute
Hours	:	Full-time
Contract	:	Fixed Term
Salary	:	Negotiable

About us:

The Global Center for Good Governance in Tobacco Control (GGTC) is a combination of the academic discipline, diversity, and global reach of the School of Global Studies, Thammasat University and the expertise of Southeast Asia Tobacco Control Alliance (SEATCA)'s leaders in countering tobacco industry interference to move tobacco control measures forward at the national, regional, and global levels.

With the support of the Ministry of Public Health Thailand, GGTC was designated by the FCTC Secretariat to serve as the Knowledge Hub on Article 5.3 to support implementation of the Convention's obligation on protecting against tobacco industry interference.

GGTC is committed to work with the Secretariat, among others, to develop, analyze, synthesize, and disseminate to the Parties to the Convention knowledge and information through online materials and training, including in meetings and missions.

Our Mission:

We aim to lead in providing the world with the capacity to promote policy coherence in tobacco control and to counter tobacco industry interference at the national, regional, and global levels.

The Project:

The Stop Tobacco Organizations & Products (STOP) project, funded by Bloomberg Philanthropies, is aimed at developing a tobacco industry watchdog to deliver policy change. The project had been awarded to a partnership between the Global Center for Good Governance in Tobacco Control, Thailand, the Tobacco Control Research Group at the University of Bath, United Kingdom, and the International Union Against Tuberculosis and Lung Disease, and Vital Strategies, New York.

Duties:

The Global Network Coordinator is expected to:

1. Elaborate on and execute the GGTC Strategic Engagement Plan
 - Coordinate with the Engagement Leads and Communications Officer to ensure external partners' initiatives are advanced through social media and online networking platforms
 - Support partner organizations / supporters through periodic meetings and advising on tools available
 - Maintain and update a mechanism to communicate with and retrieve pertinent collaterals
 - Maintain an up-to-date calendar of events, PR opportunities, or touch points for GGTC and partners

- Support partner organizations in preparation of collaborative events, conferences and public speaking arrangements
2. Facilitate the implementation of a global communication plan to meet the goals of the project.
 - Coordinate the work of partners on communication plans
 - Advise on the production of photos, testimonials and films necessary with focus on lifting up networks/ promoting the goals of the project
 - Evaluate effectiveness of campaigns and produce media reports.
 3. Expand and maintain a global and regional media network, for both health and non-health sectors; maintain/ engage with diverse local media contacts particularly in Bloomberg priority countries for tobacco control. And as part of media engagement:
 - Draft, distribute, and pitch press releases; draft statements, Q&A, op eds, briefs, when required.
 - Monitor the press regularly to identify opportunities, and items of interest as well as coverage of GGTC and its STOP project.
 - Set up and manage media interviews, press briefings, press events, and photo calls; respond to enquiries from the media in liaison with the executive director.
 4. Expand the pertinent non-health sector network
 - Expand social media network especially among non-health stakeholders.
 - Take responsibility for the organisation of exhibits or conferences.
 5. Undertake the following internal communications tasks:
 - Research, write, and distribute periodic updates/reports. Assist with preparation of / editing of the monthly/annual report, and other reports to individual donors as needed.
 - Maintain a flow of internal reporting on activities across the organization.
 6. Perform other related functions:
 - Ensure accuracy of engagement materials and provide formal sign off if necessary.
 - Brief and oversee the work of internal and external agencies
 - Administer the pertinent aspects of the website(s).
 - Support and develop evaluation systems to measure the impact of networking activities, and produce reports when required.
 - Undertake any other duties, as required.

Education:

Criteria	Essential	Desirable
Bachelor's degree (or equivalent) in communications, journalism, public relations, social sciences, international relations, or a related field from a reputable university.	√	
Other relevant qualifications or postgraduate training in the aforesaid areas.		√
Masters degree in the aforesaid areas.		√

Experiences, skills, and aptitudes:

Criteria	Essential	Desirable
Professional experience in communications.	√	
Has excellent communication skills, with an enthusiasm for communicating challenging messages creatively and effectively; communicates sensitively, effectively, and creatively across different audiences.	√	
Interacts effectively with all levels of the organization, including senior management.	√	
Proven networking skills, and the ability to proactively build productive working relationships with internal and external partners/stakeholders; ability to generate interest in the work of GGTC and its STOP project.	√	
Demonstrates very good understanding of and experience in communications and outreach.	√	
Competence in the use of social media (e.g., Twitter, Facebook, Instagram, etc.).	√	
A proven ability to write engaging and accessible copy and develop other contents in a variety of styles for different audiences and channels, conveying key points clearly and concisely.	√	
Excellent proofreading and editorial skills with exceptional attention to detail.	√	
Very effective at multi-tasking, and with ability to remain calm, effective, positive, in control, and good humored even when under pressure and tight deadlines.	√	
Consistently approaches work with energy and a positive, constructive attitude.	√	
Initiative in identifying and recommending new approaches.	√	
Willingness to work flexibly as part of a team and respond to urgent requests.	√	
Experience in a public affairs environment or other experience in advocacy and campaigning.	√	
Experience in working with investigative journalists, and journalists from the non-health sector (e.g., finance, trade, social responsibility/ governance).	√	
Experience in working with or engaging international organizations not limited to UN Agencies	√	
Experience in organizing events such as exhibits and conferences		√
Creative ability to prepare presentation materials.	√	
Aside from English, the candidate can communicate in at least one (1) additional official language of the United Nations: Arabic, Chinese, French, Russian, and Spanish.		√
Strong background in tobacco control work and clear understanding of tobacco control issues, particularly tobacco industry interference, and campaigning.		√
Focuses on impacts and results as well as takes ownership for delivering outcomes.	√	

Core values, guiding principles, and competencies:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of GGTC.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural Sensitivity and Valuing Diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

- **Ethics and Values:** Demonstrate and safeguard ethics and integrity.
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment.
- **Development and Innovation:** Take charge of self-development and take initiative.
- **Work in Teams:** Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication.
- **Self-Management and Emotional Intelligence:** Encourage learning and sharing of knowledge and demonstrate informed and transparent decision making.

How to apply:

Interested candidates are invited to submit their CV, letter of interest, and other work-related credentials in English to admin@ggtc.world, with the subject line “Global Network Coordinator” not later than 15 February 2020, 5:00 pm (Bangkok time). Please include your salary expectations. Only shortlisted candidates will be contacted by 20 February 2020