



OPEN POSITION: Coordinator, Hosting Services, GAVI CSO Constituency
REPORTS TO: Executive Director
LOCATION: Remote
HIRING NEED: Immediate. *This position is contingent on funding*

BACKGROUND

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit organization, and home of the International Community Health Network, which brings together CORE Group member organizations, scholars, advocates and donors to support the health of underserved mothers, children, adolescents, and communities around the world.

Learn more here: www.coregroup.org.

JOB DESCRIPTION

GAVI, the Vaccine Alliance is seeking a comprehensive hosting arrangement to support the Gavi CSO Constituency and Gavi CSO Steering Committee, facilitate coordination with the Secretariat and increase country-level engagement in Gavi processes. CORE Group will support Gavi, the CSO Constituency, and CSO Steering Committee by providing timely, accurate, and thorough coordination and communication among and between Gavi's Secretariat and the Constituency, while facilitating the functioning of the Steering Committee through systems and process management, administrative tasks, capacity-building, networking, knowledge management, advocacy, and advisory services.

The primary function of the **Coordinator** is to provide leadership and management support to the Gavi CSO Steering Committee and the Gavi CSO Constituency, in close collaboration with Gavi. This position will play a role in strengthening the Gavi CSO Constituency hosting systems, strategies, and processes. The Coordinator will also be responsible for fostering collaboration with other partners and multiple CSO constituencies.

Hosting Coordinator, GAVI CSO

General responsibilities will include, but not be limited to the following:

RESPONSIBILITIES

- Primary point of contact for Gavi CSO Steering Committee, Gavi CSO Steering Committee members, Gavi, partners and collaborators for all services and activities within scope of the Hosting Arrangement
- Responsible for leading, coordinating and promoting the activities of the Gavi CSO Constituency and Steering Committee
- Working closely with the Gavi CSO Special Advisor, Communications and Knowledge Management Coordinator, and with the Gavi Steering Committee, the Coordinator will be responsible for facilitating the overall CSE strategy, work plan, activities, and advocacy efforts of the CSO representatives on the Gavi CSO Steering Committee and of the Gavi CSO Constituency
- Represents the Gavi CSO Constituency in coordination meetings with Gavi and in external meetings, advocacy meetings, and working groups
- Will work to elevate the international profile of the Gavi CSO Constituency and to expand the membership of the Gavi CSO Constituency
- Support the civil society members of SAGE and also Gavi's Partnerships Team to represent the Gavi CSO constituency in these discussions.
- Support the roll out of capacity building efforts across the Constituency in support of county-led engagement and implementation.
- Work with the Gavi Secretariat to leverage regional CSO platforms for technical assistance/capacity enhancement, including mapping to identify the right partners
- Coordinate and plan bi-annual Gavi CSO Steering Committee meetings and annual broader gathering of the Constituency

REQUIREMENTS

- Master's degree or higher in public health, international development, or related degree
- A strong background in immunization. Excellent knowledge of GAVI5.0, IA2030, and other global and regional immunization strategies
- 15 to 20+ years of experience in global health or related field
- 5 to 10+ years of relevant experience supporting multi-stakeholder constituencies or similarly related experience
- Experience with multi-sector program design, management, and operations
- Demonstrated flexibility and openness in responding to changing work priorities and environment is a must.
- Demonstrated strong teamwork, cultural competency, diplomacy, and interpersonal skills are essential.
- Demonstrated strong written and oral communications skills in English and ability to communicate complex technical information to a variety of audiences and stakeholders including senior-level managers, country-level health officials, UN, senior level USG delegations, inter-agency partners and host government counterparts is required.
- Excellent collaborator, engaging in cross-department planning and strategy sessions, with exposure to all staff and levels of the organization.
- A personal and professional commitment to diversity in all its forms and across all audiences, internal and external

Hosting Coordinator, GAVI CSO

- Resourceful, goal-oriented individual with a strong work ethic, personal integrity and sense of perspective
- Ability to multi-task, work virtually with ease.
- Familiarity with webinar/online platforms such as Zoom or Webex preferred
- French and English language skills required, must be bi-lingual

The position will be remote/global. Tentative start date is November- December, 2021.

This position is contingent on funding.

HOW TO APPLY

Please email your resume and cover letter to jobs@coregroup.org. Use “*Coordinator, Hosting Services _Last Name*” as the subject line – no phone calls please. Only potential interviewees will be contacted.