

JOB ADVERTISEMENT

People Vaccine Alliance Asia Coordinator

Start date: As soon as Possible

Contract Type: Full time, fixed term one year through Oxfam, ActionAid or their partners

Salary: A competitive salary will be offered commensurate with skills and experience

Location: The post holder must be based in a major internationally connected city in India, Pakistan, Bangladesh, Indonesia, Philippines, Nepal, Cambodia or Vietnam. The post holder must have pre-existing legal right to work in any of these locations, and must be willing to work from the office of one the members of the alliance and/or from home

Closing Date EXTENDED: Friday, 04 June 2021 at 23:59 Bangkok time (GMT+7)

About the Peoples Vaccine Alliance Asia chapter

The People's Vaccine Alliance chapter Asia includes people with lived experience of COVID, health rights and humanitarian organisations, past and present world leaders, healthcare providers, social movements, civil society organizations, journalists, faith leaders, economists, lawyers, and others. The movement advocates that Covid 19 vaccines are manufactured rapidly and at scale, as global common goods, free of intellectual property protections and made available to all people, in all countries, free of charge. www.peoplesvaccine.org

About the Role:

As a part of this growing peoples' movement for free covid-19 vaccine for all, the PVA coordinator will be coordinating the day to day functioning of the alliance, engaging with alliance members, facilitating alliance meetings, and providing support for media and communications.

Key Responsibilities

1. Working with and reporting to the Peoples Vaccine Alliance-Asia steering group, coordinate the Alliance's delivery and implementation of plans agreed upon by the alliance, this means concretely a range of tasks including:
 - Taking the lead in convening alliance meeting, organizing activities and actions
 - Liaising with member organizations who have committed to take on responsibilities for organizing activities, actions and meetings
 - Writing up minutes and reports on the meetings, activities and actions
 - Reach out to more groups in different countries of Asia to strengthen and expand alliance base

2. Ensuring smooth communication and decision making of the alliance including steering group. This means concretely:
 - Scheduling and organizing the logistics for the conference calls of different a group meeting
 - Writing up the minutes of the meetings and ensuring timely circulation
 - Preparing for meetings including agenda and decisions to be made
3. Lead on specific campaign and communication products and activities. Write communications materials for a variety of different audiences.
4. Facilitate campaign strategy development and delivery.
5. Manage relationships with alliance members and campaign volunteers.
6. Maintain social media platforms and channels and act as a first point of call for external enquiries

What we are looking for:

We are looking for exceptional, dedicated, and highly motivated professional, with a strong commitment to the project work with the following qualification and competencies:

- Experience and skills in working across organizations within an alliance, coalitions, and networks in Asia
- Knowledge and demonstrable experience in campaigning and policy advocacy with good understanding of a range of campaigning tools and techniques.
- Excellent written and verbal communication skills, with an ability to write effective communications for a variety of audiences.
- Experience of facilitating campaign strategy development.
- Excellent problem-solving skills, including an ability to understand diverging points of view of members and resolve conflicts without escalation.
- Experience of working in multi-cultural and virtual teams.

How to apply:

If the skills and competencies are matched with your profile, please send your detailed CV and a motivation letter of no more than 1 page that indicates a) why you are interested in this position and what inspires you about Peoples Vaccine Alliance b) aspects of your background that demonstrate the required competence for this role to jeffacaba@apcaso.org

Your application will be short listed based on your CV. Only short-listed candidates will be contacted.