



Women performing in front of antismoking banners displayed on the Bird's Nest stadium to mark the World No Tobacco Day in Beijing, China, on May 31 2016.



International Union Against  
Tuberculosis and Lung Disease  
*Health solutions for the poor*

COUNTRY DIRECTOR CHINA  
APPOINTMENT BRIEF

OCTOBER 2017



## INTRODUCTION

The Union is seeking an experienced Public Health leader to take forward their national strategy, with a focus on respiratory health.

Reporting to the head of the organisation and in close collaboration with other senior staff, the Country Director China will provide overall leadership and management of all programme activities of the China office. The Country Director will oversee the development, funding and implementation of the country strategy and provide support and facilitation as necessary to all regional and global programme activities in China.

## ABOUT THE UNION

The Union is an international scientific institute strong in technical assistance, operational research and education, addressing the challenges of tuberculosis, lung disease, HIV/AIDS and tobacco control in low and middle-income countries. The Union is also a Federation of more than 15,000 members and subscribers in 150 countries committed to the same vision: health solutions for the poor.

The Union Institute serves more than 70 countries each year through a multidisciplinary team of 800 staff and consultants based in Paris and 11 offices in the Africa, Asia Pacific, Europe, North America, Latin America and South-East Asia regions. Members of The Union are at work around the world advancing our common cause.

The Union China Office was established in 2003 in Beijing. The main areas of work for The Union China Office are tobacco control, tuberculosis, HIV, non-communicable diseases (NCDs) and lung health and road safety.

UCO conducts operational research on TB control, infection control, risk factors and lung health to provide evidence for public health policy and practice. They also offer technical assistance on research design, improved TB case finding, diabetes/TB, HIV/TB, multi-drug resistant TB (MDR-TB) treatment and other research-oriented activities.

The office also works with the National Health and Family Planning Commission, China CDC Tobacco Control Office, China CDC NCD centre, and nine subnational government agencies on promoting and implementing national and subnational tobacco control laws, and creating 100% indoor smoke-free environments.



*TB-Diabetes in Guangzhou, China in May 2015: Description: Caregivers of the hospital  
Photo by Matthieu Zellweger / The Union*

## COUNTRY DIRECTOR CHINA

**SALARY:** US\$90,000 - \$95,000

**LOCATION:** Beijing, China

**CONTRACT:** Initial consultancy status, with possibility of becoming permanent

**PURPOSE:** The Country Director is accountable for ensuring a high standard of strategic program development and operational activity in support of the parent organisation's core strategic framework. Major responsibilities include: Leadership, Strategic planning, Advocacy and representation, Executive contribution, Values and behaviour, Health, safety and wellbeing.

**REPORTING:** Reports to the Executive Director and in collaboration with the regional office of the organisation.

## RESPONSIBILITIES

### Management of the China Office

- Be responsible for the overall operational management of the China Office, including: the review and evaluation of the results of programme activities, ensuring that continuing contractual obligations are fulfilled; allocating resources for greater programme effectiveness and efficiency; developing organisational and administrative policies and short and long-term programme objectives.
- Be responsible for the financial management of the organisation's China Office, including the development and implementation of the annual budget. Provide for the appropriate control and accountability of all funds, physical assets and other property.
- Protect the legal interests of the organisation's Office, and ensure that its operations comply with the laws of China.
- Oversee the human resources function of the China Office in coordination with the organisation's HQ.
- Hire, train, and supervise management staff and technical consultants in compliance with the organisation's policies, procedures, applicable regulations and contractual obligations.
- Provide clear and timely delegation of duties to optimise staff autonomy and efficiency while providing needed guidance and advice as required.
- Prepare, coordinate, and conduct workshops for capacity building for major programmes.
- Assist in the development of training to build organisational capacity to implement tobacco control and other public health interventions.

### Implementation of Public Health Programmes in China

- Provide overall leadership to the organisation in the development and implementation of the all public health programs.
- Provide information, advice and counselling to the technical specialist in the creation of policies and programmes, and the strategic direction of the China Office.
- Develop the advocacy strategy and act as the lead advocate for the China Office on all priority policy issues.
- Develop and maintain regular, close, and efficient strong working relationships with grantees and partners in the region, identifying technical assistance needs.
- Plan and organise regular coordination meetings with grantees and other partners.
- Participate in the identification of new partners and programmes.
- Plan, organise, and participate in contract negotiations and monitoring visits for funded projects, together with technical consultants, as appropriate.
- Review and provide recommendations on grants proposals/projects, as required.
- Coordinate and assist in the implementation of the organisation's Leadership and Management courses and technical courses; participate as faculty, as appropriate.

### Strategic Communications, Highlighting the Work of the China Office

- Liaise with other national international organisations such as the World Health Organization, national health institutes, nationally recognised control organisations, educational institutions, funding agencies, foundations, and the National Health and Family Planning Commission.
- Establish and maintain an effective system of communications with the organisation's HQ and with the relevant Government Department to build and maintain a positive image of the China Office.
- Represent the China Office at international meetings and events as required, and in its relationships with professional and community organisations, government agencies, the media, suppliers, and competitors.
- Coordinate and assist in the creation, collection, and sharing of tobacco control related information.
- Provide regular written and verbal reports as needed.

## **Fundraising for Public Health Programmes in China**

- Liaise with BI (and other relevant donors) regarding current initiatives and future funding opportunities.
- Liaise with other technical departments of the organisation in developing grant proposals for all the organisation's public health programmes.
- Develop and implement a funding strategy for all the organisation's public health programmes in China.

## **PERSON SPECIFICATION**

### **Essential Experience**

- Extensive professional experience in public health programme management, monitoring and evaluation, and provision and management of health services
- Proven capabilities in leadership, strategic planning, programme development and management including: M&E; organisational management, particularly human resources and financial management; and partnership building and resource mobilization
- Comprehensive knowledge and experience of working with donor and technical agencies, as well as with host-country governments
- Fluent English written and spoken and ability to speak and write in Chinese
- Must be eligible to work in China.

### **Qualifications / Education**

- Advanced degree in Public Health or in a related field

### **Key Skills**

- Proven skill in leading and managing a team of healthcare workers and technicians.
- Strong skills in negotiation.
- Ability to relate to and motivate staff effectively.
- Excellent written and verbal communications skills, preferably with a history of conducting on-the-record interviews with news media. Comfortable speaking to large groups.
- Independent, open-minded and collaborative – putting organisational development first.

### **Personal Qualities**

- Willingness to communicate with staff and colleagues on a regular basis.
- Ability to travel domestically in China and internationally as necessary.
- Identifies with the organisation's vision and mission, and core values:  
*Quality, Accountability, Independence and Solidarity.*

## HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, complete our online application form:

<http://oxfordhr.co.uk/job/country-director-china/>.

You will be asked to submit an up-to-date curriculum vitae, in English, (of no more than 2-3 sides of A4). Shortly after your CV is received, Oxford HR will be in touch to request a detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable.

N.B. The documents should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yymm) e.g:

- Pat-Jones-CV-1711
- Pat-Jones-Statement-1711

**Closing date:** 4 December 2017

**Preliminary interviews:** w/c 11 December 2017

**Final Panel Interviews:** TBC

It is hoped that the appointed candidate will be available to start work within three months or less.

These dates may be subject to change, and applicants will be advised in advance should this happen.

## SELECTION PROCESS

All candidates will receive feedback within five working days of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

## EQUALITY STATEMENT

Equality and diversity is at the core of The Union's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact **Jamie Phillips** and/or **Ana Fernandes** at [theunion-china@oxfordhr.co.uk](mailto:theunion-china@oxfordhr.co.uk).

## ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and UK charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



**OXFORD HR**  
WORLD LEADERS

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