



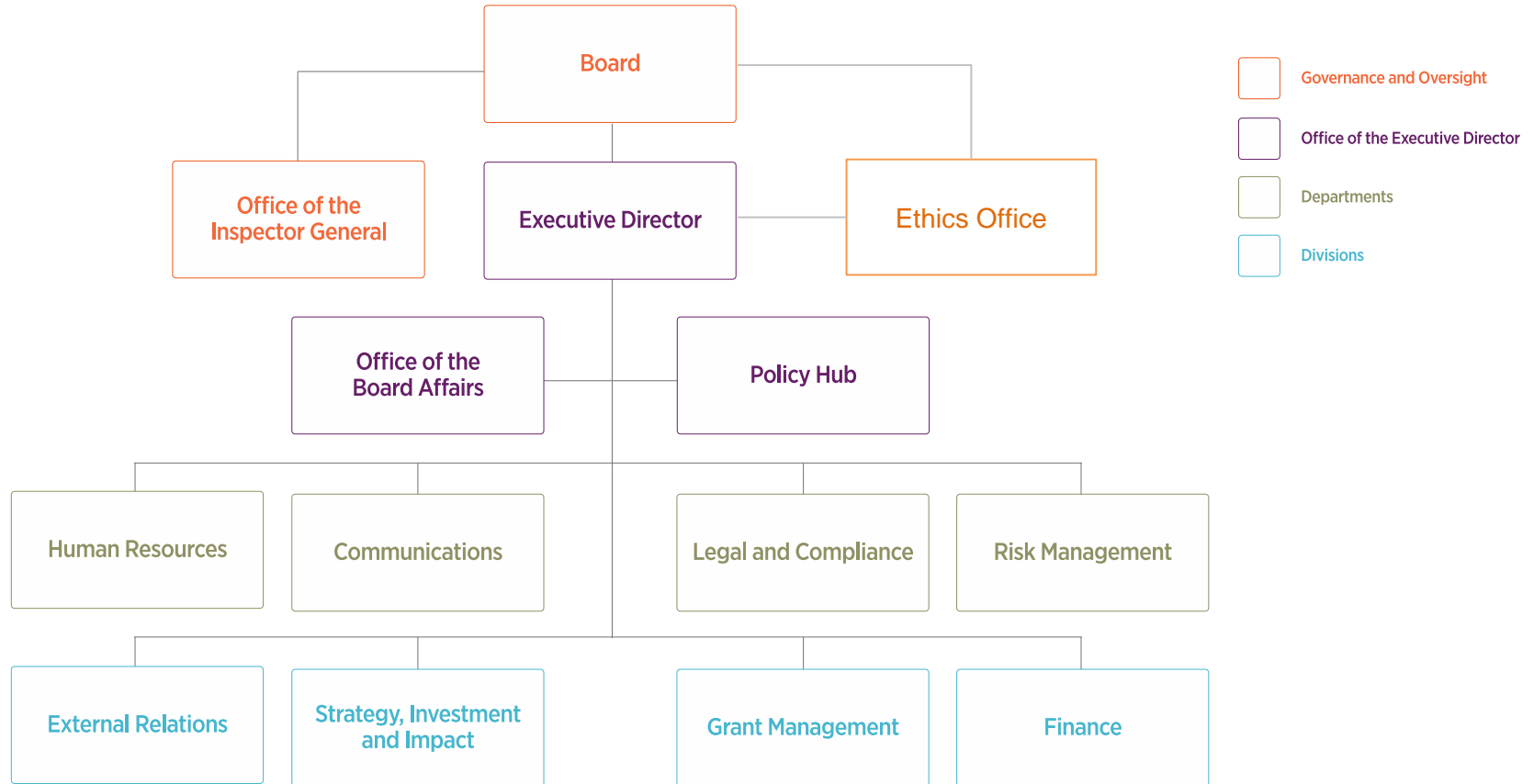
The structure of the Global Fund and recruitment process

Patrick Nicollier, Head of Human Resource Department

Career Seminar, Tokyo 18 October 2017

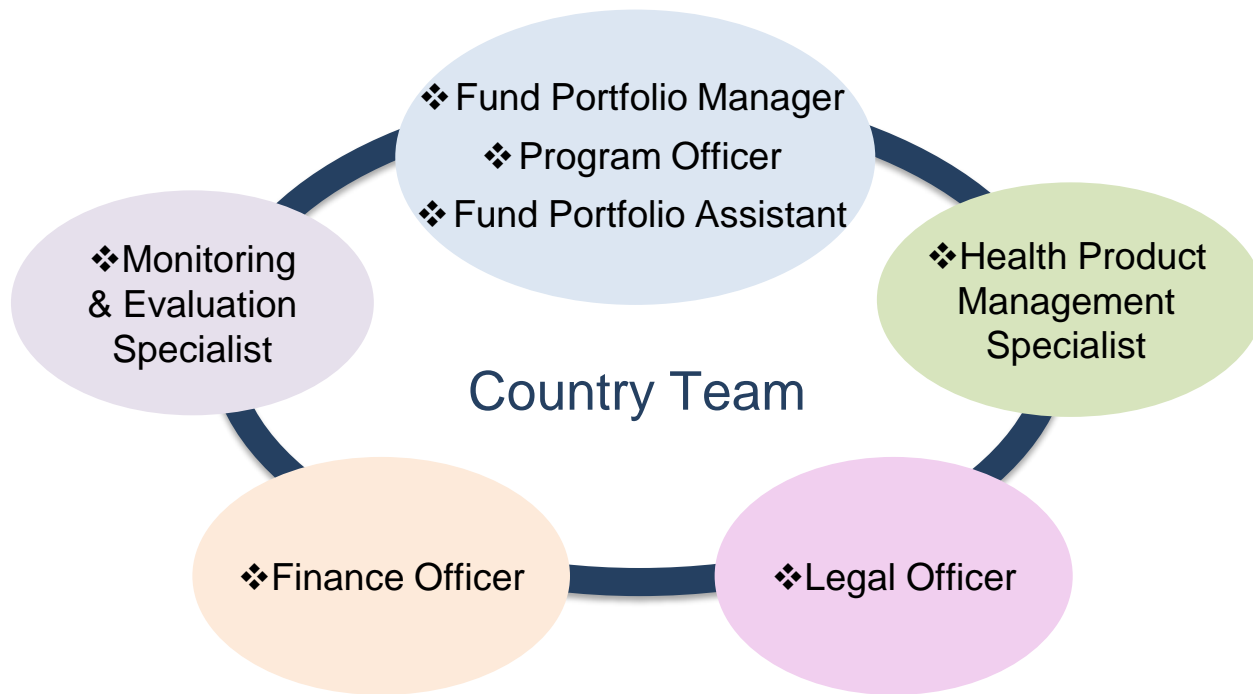
Our Organizational Structure

The Global Fund Secretariat Organizational Structure



Grant Management Division - Country Team Approach

- The goal of the country team approach is to enhance collaboration among team members in order to achieve a more effective and efficient oversight of the Global Fund grant portfolio
- The composition of the Country Team is illustrated below:

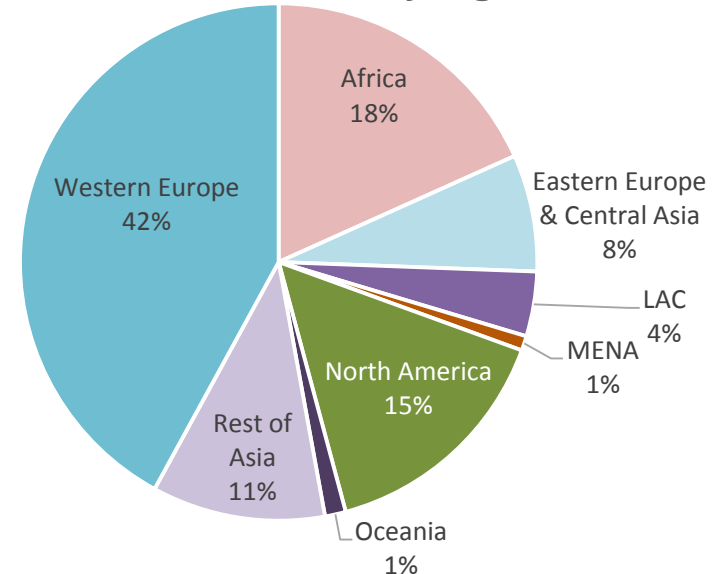


All staff are based at the Global Fund office in Geneva, Switzerland

Approximately 750 staff representing more than 100 nationalities with a wide variety of professional backgrounds



Global Fund staff by region



Our grading structure and typical positions

Grade Structure

Grade	Typical required work experience (min.)	Degree
Grade A (e.g., Assistant)	2-4 years	Undergraduate
Grade B (e.g., Coordinator)	3-5 years	University Degree
Grade C (e.g., Program Officer)	4-6 years	University Degree
Grade D (e.g. Specialist)	6-8 years	Advanced University Degree
Grade E (e.g., Manager)	8-10 years	Advanced University Degree / Masters in Public Health
Grade F (e.g. Regional Manager)	10-12 years	Advanced University Degree / Masters / Professional Affiliation
Grade G	12-15 years	Advanced University Degree / Masters / Professional Affiliation

...Some Generic Roles.....

Program Officer / Senior Program Officer

4-6 years of experience, university degree, field experience, often a 2nd language in addition to English

Fund Portfolio Manager / Senior Fund Portfolio Manager

8-10 years experience, advanced university degree, country context experience, often a 2nd language in addition to English

Auditor / Audit Manager

University degree, 4-8 years experience, audit / IT / finance background

Program Finance Specialist

6-8 years experience, finance qualification or MBA

Legal Counsel

6-8 years experience, Law degree, bar membership

Also many opportunities within the usual support function roles

Our current vacancies

Audit Manager / Grade Level E

Closing Date: 21 October 2017

[Apply >](#)

Fund Portfolio Assistant (French Speaking) / Grade Level A

Closing Date: 30 October 2017

[Apply >](#)

Auditor / Grade Level C

Closing Date: 21 October 2017

[Apply >](#)

[Manager, Operational Efficiency / Grade Level E](#)

Closing Date: 25 October 2017

[Apply >](#)

Specialist, Operational Integration / Grade Level D

Closing Date: 25 October 2017

[Apply >](#)

Our Values, Organizational and Functional Competencies

Our Values



Organizational Competencies

Behaviors needed to support GF Strategy implementation

**Global Fund
Awareness &
Mindset**

Service Orientation

Drive for Results

Collaboration

Interaction

Adaptability

Functional Competencies

Knowledge needed to support GF Strategy implementation



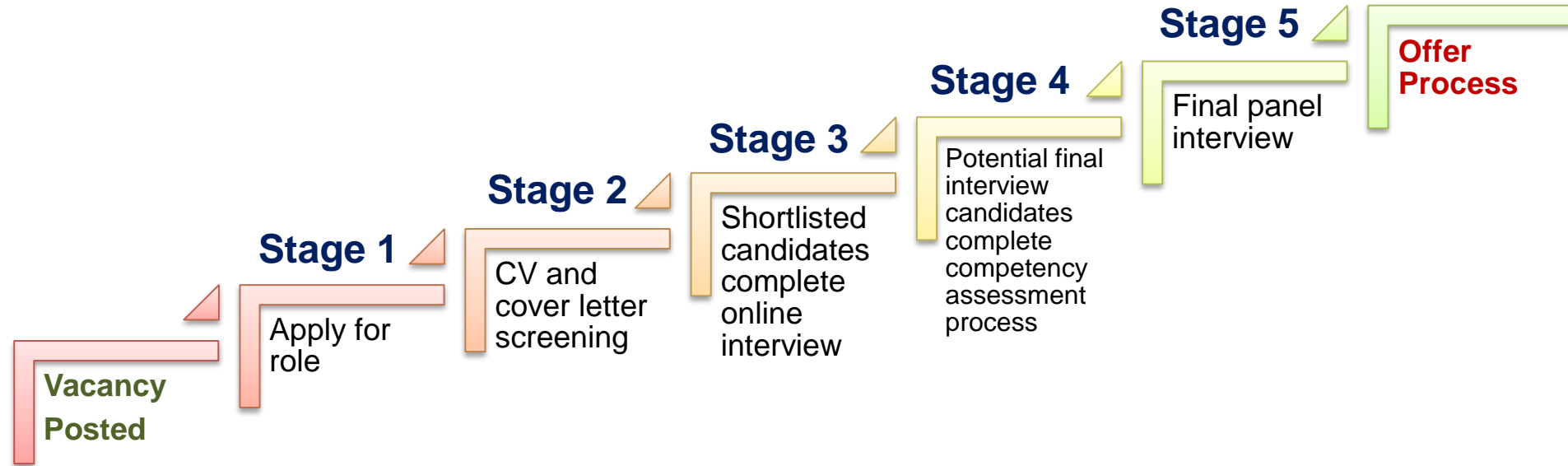
Key attributes we look for

- **Languages:** An excellent knowledge of English and preferably a good working knowledge of French, Arabic, Portuguese, Russian or Spanish.
- **Organizational competencies:** Global Fund Awareness and Mindset, Service Orientation, Drive for Results, Collaboration, Interaction, Adaptability
- **Interpersonal skills:** Open-mindedness, flexibility, interpersonal & diplomatic skills, analytical skills, passion for cultural diversity
- **Field experience** (depending on the role)
- **Preferably minimum of 2 years of experience**
- **Hold the appropriate educational qualifications and technical expertise for the role**



Our Recruitment Process

Recruitment Process



Stage 1: Applying for the role

Read the vacancy notice carefully – we receive a large number of applicants and competition is strong.

Check that you:

- Are able to meet the **experience required**
- Can demonstrate the **competencies** listed
- Have an **up-to-date curriculum vitae in English** to submit

Cover Letter:

- Explain succinctly how and why you would be a benefit to the team and what you can bring to the role. **Do not repeat your CV**

CV

- Have a **clear and logical layout**, start with most recent experience / education
- **Tailor your CV** to the experience and competencies required – it takes a little more time but worth it

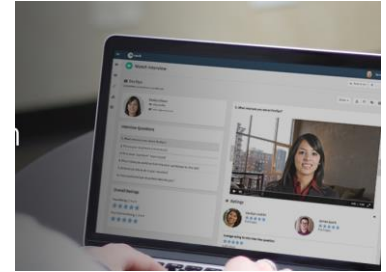
Stage 2: Screening and Shortlisting

The Recruitment Team will together with the hiring manager review all applications received and **screen against the vacancy notice**. Once this step is completed all applicants, shortlisted or not, are informed of their application status.

Stage 3: One way video interview

Questions are pre-set and linked to the role you have applied for

Once completed, the hiring team is able to view your interview as part of the assessment process.



Stage 4 and 5: Final panel interview

Depending on the role, you may be required to go through a **functional competency assessment**.



You will be asked **questions relating to your technical skills, as well as your soft skills**. We will also assess your profile against your functional competencies and values.

The interview is also your opportunity to get to know the role and the organization better and ask any questions you may have.

Tips

- Think of **examples** in your work you could use to demonstrate the skills needed
- Don't be afraid to ask for **clarification** on a question if needed
- **Take time to formulate your answers** – this is your time to demonstrate why you want this role and why you are the most suited for it

“Be the change you want to see in the world.”

Mahatma Gandhi

Join us...

