

EXPRESSION OF INTEREST TO COORDINATE THE 1<sup>ST</sup> AFRICA CONFERENCE ON TOBACCO OR  
DEVELOPMENT; 27<sup>TH</sup> – 30<sup>TH</sup> SEPTEMBER 2021 KAMPALA – UGANDA

THEME: TOBACCO FREE AFRICA, AN URGENT CALL FOR JOINT ACTION

## 1. INTRODUCTION

Tobacco control action in Africa is based on anecdotal data as there is inadequate access to documented evidence to demonstrate use of data from well designed tobacco use studies or program data. Further to this, there is lack of structured mechanism for data dissemination and use in Africa. The data-to-action initiatives have not been fully embraced or operationalized.

The 1<sup>st</sup> Africa Conference on Tobacco and Development is therefore expected to collate tobacco control evidence to ground TC policy designs and implementation roll out efforts in Africa. It will provide an opportunity for further capacity development in policy development, research, evidence based programming and implementation.

This conference marks the beginning of a series of tobacco conferences in Africa projected to be conducted every four years. It will provide a platform for sharing policy and implementation experiences and dissemination of research conducted in various African countries. The conference will promote information sharing and corroborative evidence to tailor TC policy and implementation arrangements to Africa context specific settings.

In order to host a successful conference, there is need for a dedicated technical officer to act as a central spin and ensure the different pieces and parts of the conference are well coordinated and executed.

## 2. OBJECTIVE

To ensure central coordination in order to hold a successful conference

## 3. TASKS

The following are the key tasks of the conference coordinator;

1. Schedule and convene central preparatory meetings on behalf of the conference secretariat
2. Be the minute secretary and take minutes of the central meetings
3. Liaise with Sub Committee Chairs to ensure committees meet regularly and fulfill their obligations
4. Draft communication letters for signature by the conference chair or his/her designate
5. Compile lists of all relevant stakeholders to the conference by function
6. Reach out to Key Note Speakers and Session Chairs to track schedules

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7. Ensure the conference Hosting Platform is up and running by liaising with the ICT team
8. Follow up all conference logistics through the respective committees
9. Follow up all the action points/tasks and responsible officers to ensure the to-do list/checklist is up-to-date
10. Follow up on the conference designs and market. The coordinator should get a compendium of all potential stakeholders and maintain the database to widely disseminate conference information and aggressively advertise the conference
11. Summarize and list all abstracts submitted to aid the Scientific subcommittee to expedite its work.
12. Will coordinate the compilation of the conference proceedings and report

### **4. Person Specifications**

To perform the coordination function effectively, the coordinator should be a person with qualifications commensurate with the task. Should have a minimum of a Masters Degree in any of the following fields;

1. Public Health
2. Epidemiology
3. Marketing and business communication
4. Mass communication
5. Humanities

Demonstrated experience in coordinating scientific meetings and events will be an added value.

### **5. Workstation and Duration**

The conference coordinator will be secretary to the conference secretariat and will sit at CTCA. The Coordinator is expected to start on 1<sup>st</sup> June 2021 and work through 31<sup>st</sup> October 2021. The coordinator will be given an office with a computer with full access to internet, telephone and stationery services. The Conference Coordinator, will work under close supervision of the Centre Manager CTCA on behalf of the Conference Secretariat.

### **6. Key deliverables**

The required deliverables include ;

1. Meeting minutes
2. List of potential conference stakeholders
3. Continuously updated to-do list/checklists
4. Conference Process report
5. Successful Conference
6. Actual conference report

### **7. Compensation**

The coordinator will be given an all inclusive compensation for the stipulated period in 5 above.

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### **8. How to apply**

Interested and suitably qualified candidates may apply for the post by:  
Submitting a motivation letter of not more than 1000 words and clearly marked as  
“Expression of Interest to coordinate the 1<sup>st</sup> africa conference on tobacco or  
development ” in soft copies at the address below not later than 17:00 hours on the  
June 15th, 2021.

In addition, interested applicants should submit:

- i) an application letter,
- ii) a CV with contacts of 3 professional referees, and
- iii) a copy of all relevant academic documents in PDF.

Applications should be sent to: Email: [ei@ctc-africa.org](mailto:ei@ctc-africa.org)