About the School

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

The School’s multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity. Research income has grown to over £100 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Masters and doctoral students, 2,900 studying Masters by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is a member of the M8 Alliance of Academic Health Centres, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

UNAIDS

Launched in 1996, the Joint United Nations Programme on AIDS (UNAIDS) was established to bring together resources of ten UN system organizations for coordinated and accountable efforts to unite the world against AIDS. In partnership with a broad base of stakeholders from governments and civil society, UNAIDS has provided leaderships, advocacy, fundraising and treatment of AIDS.


Mission: UNAIDS, the Joint United Nations Programme on HIV/AIDS, is an innovative partnership that leads and inspires the world in achieving universal access to HIV prevention, treatment, care and support. UNAIDS fulfils its mission by:

- **Uniting** the efforts of the United Nations system, civil society, national governments, the private sector, global institutions and people living with and most affected by HIV;
- **Speaking out** in solidarity with the people most affected by HIV in defense of human dignity, human rights and gender equality;
- **Mobilizing** political, technical, scientific and financial resources and holding ourselves and others accountable for results;
- **Empowering** agents of change with strategic information and evidence to influence and ensure that resources are targeted where they deliver the greatest impact and bring about a prevention revolution; and
- **Supporting** inclusive country leadership for sustainable responses that are integral to and integrated with national health and development efforts.
Directors Office

The Director’s Office within the London School’s Executive Officer comprising a small group of staff reporting to Professor Peter Piot, Director of the London School of Hygiene & Tropical Medicine and who are responsible for assisting the Director in achieving the London School’s mission.

JOB DESCRIPTION

Post: UNAIDS Research Assistant in AIDS policy

Responsible to: Director of the London School of Hygiene & Tropical Medicine, Professor Peter Piot
Tim Martineau, Chief of Staff, UNAIDS

Grade: Grade 5 Academic Pathway (full time)

Contract length: Until 31 December 2017, commencing ASAP and certainly from 1 July 2016 (subject to the London School of Hygiene & Tropical Medicine’s terms and conditions of service)

UNAIDS RESEARCH ASSISTANT IN AIDS POLICY

The post-holder is required to have excellent analytical, writing and presentation skills, along with outstanding organizational skills, the ability to work independently and accurately with excellent attention to detail and strength in prioritizing work, whilst being adaptable to new objectives and procedural, IT and other systems. The main tasks include reviewing research protocols, research papers and reviews, preparing policy briefs, keeping informed of policy proposals and decisions, attending policy discussions and conferences, working with partners from a broad spectrum of institutions (government agencies, industry, lobbyists and policy informers and research bodies) and assisting the Director of the London School of Hygiene & Tropical Medicine with his research, presentations and publications, particularly publications under the joint authorship of the Director of the London School of Hygiene & Tropical Medicine and the Executive Director, UNAIDS.

Duties and Responsibilities

The Research Assistant's tasks are as follows:

Policy Analysis

- **Validation of scientific evidence.** Review and synthesize research findings and data related to AIDS published in research and other journals. Summarize latest research outputs, checking methodological rigor of study reports and reviews, for use in policy briefs, presentations and publications to raise awareness, influence policy makers, fundraising and treatment of AIDS.
- **Conduct research on systematic review.** Lead systematic reviews on behalf of UNAIDS.
- **Review and report on global, regional, national, local governmental policy on AIDS.**
- **Evaluation of impact of AIDS policy** on populations’ mortality and morbidity, economic growth, population dynamics and movement and other relevant factors.
- **Monitor the broader policy environment** looking at the impact of policy changes on the AIDS response, funding and priorities.
- **Provide advice to UNAIDS,** in particular through policy briefs, contributing to strategy development
- **Support the Director of the London School of Hygiene & Tropical Medicine** in preparation of lectures and publications, particularly those jointly authored by the Director of the London School and the Executive Director, UNAIDS
- **Update UNAIDS publications.** Assist UNAIDS staff with the updating of existing reviews (including critical appraisal of studies and data extraction).

Teaching

- Contribute, as appropriate, to the School's teaching programme
- Undertake appropriate training in teaching methods as required by the London School.
Citizenship

- Liaison with stakeholder organizations and individuals internationally in order to strengthen partnerships, provide evidence and material for increasing the impact of research on policy.
- Contribute to general activities of the Director’s Office and the School.
- Contribute, wherever appropriate, to the general activities of UNAIDS Executive Office.

Any other duties that may be required which are consistent with the nature and grade of the post and as required by the Director.

PERSON SPECIFICATION

Essential

- A Masters degree (or equivalent) in a relevant discipline (e.g., political science, health policy research, health economics, international development, public health, epidemiology, quantitative social sciences or health services research) and relevant experience
- Experience of completing systematic reviews, critical appraisal, and/or developing evidence-based health policy
- Excellent writing and presentation skills
- Ability to work both independently and as part of a team, managing priorities and workload to meet deadlines and with experience of working effectively across and between organizations and sectors

Desirable

- Background in AIDS research or policy, or in health, or international development background
- Experience of living and working in low- and middle-income country context

SALARY AND CONDITIONS OF APPOINTMENT

This post is full time and available immediately, currently funded by UNAIDS up to 31 December 2017. The post will be appointed on the Research Assistant scale (Grade 5-Academic Pathway) with a starting salary in the range of £32,647 to £37,477 per annum, inclusive, and in line with qualifications and experience. The post will be subject to the London School of Hygiene & Tropical Medicine’s standard terms and conditions of service. Membership of the USS Scheme is available.

APPLICATIONS

Applications should be made on-line at our website at https://jobs.lshtm.ac.uk. Online applications will be accepted by the automated system until midnight on the closing date, 15 May 2016. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. The reference for this post is AAS-EO-01

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

All enquiries about this post from potential applicants should be directed to Frances Fowler, Executive Officer (frances.fowler@lshtm.ac.uk) in the first instance.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

ASYLUM & IMMIGRATION

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.
Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points