

India HIV/AIDS Alliance

invites talented professionals to consider joining our team in New Delhi

Programme Officer: Care & Support

(Full-time)

Introduction:

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that have a sustainable impact on HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management.

To learn more about our organisation, please visit our website: www.allianceindia.org

Summary of Responsibilities:

Reporting to Programme Manager: Care and Support, the Programme Officer- Care and Support shall be responsible for providing programmatic, technical and organisational development support to sub recipient organisations (SR) and sub-sub recipient (SSRs) organisations under the Vihaan programme. The Programme Officer will be supporting programme development and capacity building; advocacy activities and promoting documentation of good practice, in various HIV/AIDS programmes being implemented by the organisation.

Key responsibilities:

- Developing and implementing care & support programme work plans for Alliance India, monitoring activities and budget for the designated SRs and stakeholders, in consultation with Programme Manager: Care & Support, ensuring high quality in the programme deliverables.
- Support the Programme Manager in the development of appropriate programme strategies for care and Support programmes.
- Regularly monitoring and reviewing the implementation of the programme, in close collaboration with monitoring & evaluation team members and send monthly feedback on their performance in core indicators
- Supporting the SRs in developing a robust care and support system at the State level to ensure timely access of services like psychosocial support, treatment literacy and adherence, positive prevention, details and necessary referrals and guidance for social welfare services, etc.
- In close coordination with SRs and SSRs, ensuring equal access to care and support, giving emphasis to the special needs of key populations.
- Supporting Manager-Care and Support in periodic programme review and strategy building.
- Supporting SRs and SSRs in preparedness for transition to NACO supported programme and conducting mock trials.
- Supporting SR and SSRs especially for community based organizations in their organizational development process and also in tapping additional resources.
- Along with Programme Manager, coordinate with NACO for the transition of CSCs to be supported by domestic fund and ensure smooth transition.
- Contribute to the development of technical support plan in Care, Support and Treatment and CSS components, transition and other relevant areas required for NACO, SACS and ART centres
- Supporting team members in developing Community System Strengthening tools and guides and spearheading the implementation of the same along with SR team
- Providing support to State Coordinators appointed by Alliance India in establishing good working rapport with SACS, Communities, ART centres and Vihaan implementing partners.
- Providing extensive support to Senior Manager: Private Sector Engagement and State Coordinators in developing state specific plans for private sector engagements and technical assistance to special 25 ART centres

- Ensuring the preparation of high quality programme inputs in various report generation processes ensuring timeliness.
- Reviewing and analysing programme reports (financial and narrative) from SRs and SSRs and providing feedback, in consultation with other team members in the programme review meetings conducted internally.
- Assessing the programmatic, organisational and technical support needs of programmes, SRs and other relevant stakeholders and developing capacity building plans for needs identified; also carrying out review and evaluation of the progress and impact of such activities and taking corrective actions wherever required.
- Supporting SRs in programme development, design and planning, including the development of programme proposals.
- In coordination with other team members, preparing regular reports on the programme for Alliance India and donors ensuring high level of quality and timeliness.
- Supporting the compilation of information about Care and Support, including workshop reports, quarterly and annual reports and reviewing and re-planning reports.
- Undertaking monitoring visits and need based technical support visits to SRs and project sites on regular intervals.
- Providing support to SRs in developing their internal systems and procedures to ensure compliance with donor requirements.
- Establishing and strengthening site working groups and other relevant community networks, including facilitating and supporting their co-ordination of programme activities.
- Contributing to the development of tools and resources for use by Alliance India and SRs in programmes.
- In collaboration with partner organisations, take proactive initiatives in identifying advocacy needs at the grass root level and ensure its effective implementation.
- In collaboration with Programme Manager: Care & Support and grants management team ensuring grant funds are effectively utilized against programme deliverables.
- In collaboration with the Programme Manager, contributing to programme learning to Alliance India's communications and knowledge management initiatives, ensuring the communication of best practice recommendations are promoted within Alliance India and to external organisations.
- With the support of Strategic Information team, initiating short studies, strategy assessments and documenting the same to support future programme planning
- Supporting the senior management team members to establish, maintain and strengthen effective relationships between Alliance India and external institutions involved in HIV/AIDS programmes, in particularly those institutions working in prevention and care & support, including key government agencies, donor agencies, NGO/civil society partners and research institutions.
- Participating, as requested by the Programme Manager, in relevant external committees, partnerships and consortia, which involve Alliance India as members.
- Complement the activities of the other team members and provide support wherever required.
- Supporting Business Development team in developing proposals, programme plans as and when required
- Strictly follow the organisational work plan and individual activity plan and proactively contribute to the achievement of the strategic directions of the organisation; ensuring adherence to quality and timeliness of the deliverables.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications/Broad Experience:

- Masters' degree in social sciences, health or development field (or equivalent) and at least 4 to 6 years of progressively responsible project management experience in health, development sector.
- Experience in HIV/AIDS Sector especially in the implementation of care & support programme for the key population.

Personal qualities/skills:

- Demonstrated knowledge and understanding of project management at the State/National level.
- Experience of providing technical support to, and capacity building of organisations, especially those working at the community or grassroots level.
- Experience of collaborating with community organisations and groups to deliver excellent HIV and health interventions.

- Commitment to LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Proven experience of developing and maintaining strong and effective relations with donors, government functionaries, media, and other stakeholders.
- Proven experience in proposal development process.
- Excellent analytical, writing and verbal communication skills.
- Strong commitment to team-working, collaboration, consensus building and negotiation
- Excellent analytical, presentation, writing and verbal communication skills.
- Ability and willingness to undertake travel approximate 40% to 50% of time primarily within India where the programme is being implemented.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

- MBBS/BDS/ PhD in Social Sciences as qualification will be an added advantage
- Good understanding of development issues and the HIV epidemic(s) in India.
- Understanding about GFATM reporting procedures and knowledge of donor's strategies and policies
- Knowledge of other Indian regional language(s).

The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding the relevant issues.

***Alliance India** is an equal opportunity employer. Applications are welcomed and encouraged from people most affected and living with HIV.*

*As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.*

Compensation package will commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to recruit@allianceindia.org before the closing date.

Please indicate the title of the post applied for on the subject line of your e-mail. Definitely mention your current pay details in the covering note.

India HIV/AIDS Alliance

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New Delhi – 110 048

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 20 June 2021

Please note that we will not be able to notify all applicants. Only short listed candidates will be notified about the interview date.