

## **India HIV/AIDS Alliance**

*invites talented professionals to consider joining our team in New Delhi*

### **Associate: IT**

(Location: New Delhi)

#### **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](http://www.allianceindia.org)

#### **Summary of Responsibilities:**

Reporting to Manager: Strategic Information, the Associate IT will be responsible to coordinate all technology related interventions in the Vihaan programme. The person should have strong understanding about the use of technology in programme interventions and practical experience dealing with developers and coordinating with end users in sorting out bugs, issues occurring in the application. The Associate will also support the strategic information team in doing the basic analysis of data deriving out from the applications and also from field. The person will also handhold and provide ongoing support to the field team members in using the applications, sorting out the bugs in the applications, etc.

#### **Key responsibilities:**

- The IT Associate will be responsible to coordinate all technology related interventions in the programme.
- The IT Associate will be part of the Strategic Information team and work closely with the Manager: Strategic Information and rest of the Technical Officers in the team.
- Address the queries forwarding by the programmes team from the field related to eMpower, tele-medicine, apps.
- Coordinate with the various SR partners for issues related to the eMpower application at the field level.
- Responsible to sort out the routine queries, bugs in the application and any such other problems in close coordination with the developer in a time bound manner.
- Support the implementation of the tele-medicine application at the field level and support the field level team on various issues.
- Responsible to take care of the CMIS application, its integration with the eMpower application, etc and deal with the developer to sort out any bugs or issues in the system.
- Responsible to provide support to the end users of the eMpower application on their routine queries regarding the application and issues facing.
- Responsible to orient the new field team members and SR team who are using these applications.
- Responsible to take lead of various refresher training programmes to the field team members.
- Work as an interface between the field team and the Strategic Information team at Alliance India and will be responsible to ensure that all applications are running smoothly and the people who are using the same are well trained to undertake their responsibilities.
- Work closely with the developers and ensure that the back-up of the data is taken on a routine basis and take care of the redundancy provisions incase of a system failure.
- Support the team in developing scope of work, being part of discussions with developers, and to manage the implementation related tasks for any such new technology interventions or modifications to the existing applications.
- The person will also support the team in doing the basic analysis of data from the applications
- Responsible to provide various analysis regarding the usage of various applications, routine nature of issues facing, etc. and ensure that the applications are utilized at its optimum level.
- Complement the activities of the other team members and provide support wherever 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/Education:**

- Bachelors degree in any stream.

### **Experience:**

- At least 2 to 4 years of experience being part of programmes and experience working with developers' and implementing technology interventions (CMIS, mobile applications, etc.) in programmes.
- Experience working in HIV/AIDS sector especially with key populations will be an added advantage.
- Experience of providing capacity building support and handholding support at the field level, especially those working at the community or grassroots level.
- Hands on skills in Excel and demonstrated experience doing analysis of data
- Basic level of experience in statistical applications like SPSS, Stata.

### **Personal qualities/skills:**

- 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.
- Result oriented individual with excellent coordination skills.
- Proven experience of developing and maintaining strong and effective relations grassroot level partner organisations/ team members.
- Excellent analytical, writing and verbal communication skills.
- Strong commitment to team-working, collaboration, consensus building and negotiation
- Ability and willingness to undertake travel approximate 20 of time primarily within India where the programme is being implemented.
- Fluent in English and Hindi.

### **Desirable qualities/experience/skills:**

- Masters degree in Statistics.
- Understanding and/or certification in programming languages.
- Understanding on Covid 19, its impact and experience working in Covid 19 related programmes
- 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](mailto: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](mailto:recruit@allianceindia.org)  
Website: [www.allianceindia.org](http://www.allianceindia.org)

Closing date for receipt of complete applications: 30<sup>th</sup> June 2022

**Due to urgency of the position to be hired, we may go ahead with interviews with suitable candidates even during the application period. Hence, interested candidates are urged to apply at the earliest.**

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