

## **India HIV/AIDS Alliance**

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

### **Programme Officer**

(Full-time – 3 Positions)

#### **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 the Programme Lead the Programme Officer shall be responsible for providing programmatic, technical and organisational development support to sub recipient organisations (SR) and sub-sub recipient (SSRs) organisations under this 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. The person will also ensure synergy is created among various programme verticals at Alliance India, especially within various implementing tasks within Vihaan programme.

#### **Key responsibilities:**

- The Programme officer will be responsible for holistic wellbeing of KPs and PLHIV and complementing the national programme activities aimed at mitigating impact of Covid 19.
- Support development of programme work plans, monitoring activities and budget for the designated SRs and stakeholders in consultation with the Programme Lead.
- The Programme officer will also support the 110 Care Support Centres and their effective functioning.
- Regularly monitoring and reviewing the implementation of the programme in close collaboration with monitoring & evaluation team members
- Ensure equal access to care and support, giving emphasis to the special needs of key populations
- Ensure the preparation of high quality programme inputs in various report generation processes ensuring timeliness
- Review and analysis of programme reports (financial and narrative) from SRs and SSRs and providing feedback, in consultation with cluster team
- Assess the programmatic, organizational and technical support needs of SRs and other relevant stakeholders and develop capacity building plans; also carrying out review and evaluation of the progress and impact of such activities and taking corrective actions wherever required
- In coordination with other team members, preparing regular reports on the programme for Alliance India and donors ensuring high level of quality and timeliness
- 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.
- Contribute to the development of tools and resources for use by Alliance India and SRs in programmes.
- In collaboration with Programme Lead and grants management team ensuring grant funds are effectively utilized against programme deliverables.
- In collaboration with the Programme Lead, 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 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 Lead, 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/Education:**

- Masters' degree in social sciences, health or development field (or equivalent)

### **Experience:**

- At least 4 to 6 years of progressively responsible project management experience in health, development sector.
- 2 to 3 years of specific experience in HIV/AIDS Sector especially in the implementation of care & support/prevention programme will be an added advantage.
- Demonstrated knowledge and understanding of project management.
- Experience of providing technical support to, and capacity building of organisations, especially those working at the community or grassroots level.

### **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
- 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: 12<sup>th</sup> August 2022.

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