

## **India HIV/AIDS Alliance**

*invites talented professionals to consider joining our State Office team*

### **State Programme Manager (North Eastern States)**

(Location: Guwahati-Assam; 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](http://www.allianceindia.org)

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

The State Programme Manager will be primarily responsible for implementing the Vihaan programme and all its implementation aspects to improve the survival and quality of life of People Living with HIV (PLHIV) through the Care & Support Centres (CSC).

The State Programme Manager will thus be responsible for managing and providing programmatic, technical guidance and support as a sub-recipient and to programme implementing partners; supporting and managing programme development and capacity building; promoting innovation and documentation of good practices in CSCs managed by sub-sub-recipient (SSR) partners. The Manager will also actively represent and contribute to planning and policy work on behalf of Vihaan programme in the state/region. S/he will also be responsible for coordinating with state/regional stakeholders.

The key responsibilities of the position are as follows:

#### **Programme Management & Development**

- Lead, support, and manage the development and implementation of various programme implementation plans and budgets, including that of the SSRs in north-eastern states.
- Contribute to developing and implementing effective monitoring, review and evaluation strategies and activities for the programme against agreed project deliverables.
- Work with other members of the Vihaan programme, especially those working on M&E, grants & Finance, to liaise with SSRs in preparing and submitting programme and other reports to Alliance India and SACS on a regular basis.
- In close consultation with the national Vihaan team, identify key advocacy issues at the state and district levels and, where necessary, provide support to SSRs to develop and implement effective advocacy strategies and activities.
- Review, analyse and provide quality and timely feedback on programme reports and other documents relating to programmes and SSRs.
- Analyse and document the programme's progress, impact, challenges, and lessons learned.
- Contribute to operational research related to Vihaan programme.
- Contribute to the development of tools and resources for use by Alliance India and SSRs in care and support programming.

#### **Capacity Building and Technical Support to SSRs**

- Assess various technical support and capacity-building needs of programme for State level Vihaan team and SSRs.
- In coordination with team members, identify needs and develop capacity-building plans of SSRs relating to key deliverables under Vihaan programme.

- Lead on developing programme guidelines and assisting in developing capacity-building manuals for the SSR partners.
- Directly provide and facilitate the delivery of technical assistance and capacity-building support for strengthening the programme and organisational development of SSRs.
- In collaboration with the Finance team member, review SSR's financial systems and procedures and facilitate specific technical support in areas including overall programme budgeting, financial management, internal control systems and grants management.
- Monitor, review and evaluate the progress and impact of capacity-building programmes.
- Supervise the IT-based initiatives (eMpower, CMIS, telemedicine) to ensure effective implementation at the field level, ensure security and facilitate timely response to any barriers, and damage/loss of equipment.
- Support and build the technical capacity of SSRs in the state to address the care and support needs of the PLHIV community.

### **External Relationships and Networking**

- Work closely with Alliance India's national programme team to establish, maintain and strengthen effective relationships between Alliance India and key stakeholders, including State AIDS Control Societies, District AIDS Control Prevention Units (DAPCU), SSRs and civil society organisations involved in HIV/AIDS programmes, in particular those working in Prevention, Treatment, Care and Support.
- Ensure regular communication with stakeholders (SACS, DAPCU, Alliance India and other local donors) about innovations and key challenges in the field.
- Support local resource mobilization efforts by the SSR and SR
- Contribute programme learning to Alliance India communications and knowledge management initiatives, ensuring the communication of best practice recommendations about care and support-related issues are promoted within Alliance India and external organisations.
- Lead in the identification of relevant stakeholders in the state/region to expand networking and collaboration to scale up the programme

### **Team Planning and Development**

- Work closely with the regional office team of the Vihaan programme team to develop and implement the appropriate programme and technical support strategies for the north-eastern States.
- Lead the team through continuous encouragement, setting clear work /activity plans and close monitoring of the quality aspects of deliverables through a lead by example approach.
- Uphold the mission/vision and values of Alliance India and to work within its equal opportunities framework, demonstrating the behaviours and competencies as appropriate for the position.

### **Qualification & Experience:**

- Master's degree in social sciences, health, or development field (or equivalent).
- At least 6 to 8 years of relevant project management experience in the health or development sectors, including at least 3 years of middle management experience at the State level.
- At least 2 years experience working in HIV Care Support Programmes at the State level, including experience working with PLHIV and networks

### **Skills & Expertise required:**

- Demonstrated knowledge and understanding of development issues and the HIV epidemic(s) in India, particularly in relation to care, support, and treatment.
- Demonstrated knowledge and understanding of donor environment, donor relations and donor M&E and reporting systems.
- Excellent analytical, writing, and verbal communication skills
- Excellent skills in using MS office
- Experience working with multiple stakeholders in civil society and the government at different levels.
- Experience in providing technical support to and capacity building of organisations, especially those working at the community or grassroots level.
- Ability to work effectively in teams as well as independently
- Ability and willingness to undertake extensive travel, primarily within India.
- Fluent in English, languages in north-eastern states and Hindi

*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 by the epidemic and living with HIV.

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

The compensation package will be commensurate with experience and in accordance with our pay structure for the State level positions. Interested candidates meeting the above criteria are requested to submit their application and a cover note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the post applied for in the subject line of your e-mail. Strictly mention your current salary details in the cover note.

**India HIV/AIDS Alliance**

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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: 5<sup>th</sup> January 2023

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

**Interested candidates are urged to apply immediately. Due to the urgency of the requirement, interviews are likely to be initiated with promising candidates even before the closing date of receiving applications.**