

## India HIV/AIDS Alliance (Alliance India)

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

### Programme Officer: Advocacy & Training

(full-time)

#### **About Alliance India:**

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 sustainably impact 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.

**We are certified as a “Great Place to Work” a coveted certification that endorses and promotes a high-trust, high-performance work culture.**

To learn more about our organisation, please visit our website: [www.allianceindia.org](http://www.allianceindia.org)

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

The Programme Officer: Training & Advocacy plays an important role in devising result-oriented advocacy and capacity-building strategies in line with the programme's deliverables. The Programme Officer will be devising effective advocacy plans to reduce stigma and discrimination in healthcare settings and increase access to education, employment, and legal services for the transgender and Hijra community. The person will be responsible for holding sensitisation sessions with health care providers, educational institutions, law enforcement and government departments and political leaders to mitigate the stigma and barriers challenging the community. The Programme Officer will be responsible for measuring the impact of capacity-building programmes imparted to CBOs and the advocacy initiatives at the field level. The Programme Officer will be responsible for implementing advocacy and policy activities and for informing, influencing and documenting advocacy work within the programme(s) of Alliance India and its partner agencies. S/he is also responsible for capacity building of partner organisations and communities in advocacy skills and ensuring that advocacy reporting is regular from all sites.

The key responsibilities of the position are as follows:

- Overall responsible for leading the capacity building and advocacy initiatives under the program working in close coordination with the key population (Transgender/Hijra).
- Contribute to the design, development, and implementation of training and capacity-building programmes and resources to strengthen the capacity of CBOs and to address the needs of the key population.
- Develop training plans for CBOs in areas of organisational development, advocacy for the target audience and keeping in mind their context, language, and knowledge level.
- Along with the programme manager, finalise various modules for the training programme and ensure that the same is in line with the requirement and deliverables of the training component of the programme.
- Wherever required, support the programme manager in the contracting process for all external consultants/agencies in relation to the training /capacity-building programmes.
- In collaboration with relevant programme team members, develop a robust monitoring and evaluation framework for training and capacity-building activities to gauge the progress and impact of capacity-building programmes in the implementing states.
- Strong understanding of the ground realities of the communities in the States where the programme is being implemented, ensuring that the capacity-building activities are in accordance with the requirement of the communities.

- Directly provide and facilitate the delivery of technical assistance and capacity-building support for strengthening partner organisations' programme and organisational development.
- In coordination with the administration team, ensure that all logistics arrangements for the training programmes are carried out effectively.
- Work closely with the programme manager to identify best practices from capacity-building programmes, document them accordingly, develop a plan for dissemination and foster linkages between Alliance and partner organisations to ensure lessons are shared.
- In coordination with the programme manager, manage the process and development of state and district-level advocacy plans.
- Responsible for implementing, monitoring, and evaluating the programme's advocacy strategy to strengthen the capacity of key populations (KP) to address the structural barriers.
- Lead and facilitate the implementation of district-level advocacy activities in collaboration with community-based organisations (CBO).
- Review and highlight the emerging regional, district and national level advocacy issues of key populations and relate them to the ground implementation in the States where the programme is being implemented.
- Coordination with the state and district teams around advocacy and capacity-building initiatives and also support the state teams and CBOs/NGOs to strengthen and implement the advocacy activities effectively.
- Monitor the effectiveness of Alliance India's advocacy strategy and nuance the strategy based on specific site-level conditions.
- Facilitate the process of an advocacy situation analysis and planning at district and site levels to identify priorities for local-level advocacy for the MSM, TG communities, messages and means of delivery of these messages.
- Closely work with the partner organisations in developing their skills in undertaking district-level advocacy in addressing gender discrimination and violence at the community level through training programmes.
- Support the programmes team in addressing issues of key populations on an ongoing basis, including issues of site-level violence, harassment, or other priority issues.
- Contribute to Alliance India's conceptual understanding of legal and ethical issues, as well as rights-based programming, and provide inputs into the programmes to incorporate these issues.
- 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.
- Strictly follow the organisational work plan and individual activity plan and proactively contribute to the achievement of the organisation's strategic directions, ensuring adherence to quality and timeliness of the deliverables.

### **Education**

- Master's degree in social sciences, public health or development field (or equivalent)
- In-depth understanding of HIV/AIDS, LGBTQ inclusion and rights
- Preferably a candidate from the transgender community with strong human rights background and sound knowledge on HIV programming, also has experience working with trans-led CBOs

### **Experience**

- At least 3 to 5 years of progressively responsible management experience in the health, development or other relevant sector.
- At least three years' experience in management and interface with vulnerable and marginalised populations in the context of HIV, sexuality, gender, and rights-related programming and human rights initiatives at national level programmes and preferably at the international level as well.
- Experience in implementing advocacy projects, ideally in the areas of sexuality, gender & rights for the LGBTQ community.
- Proven experience in developing and delivering training and capacity-building programmes.
- Demonstrated experience working with trainers and conducting training of trainers for existing trainers as well as new trainers.
- Extensive experience working with MSM/TG/Hijra populations. Proven connections and networking experience with these communities.
- Proven understanding of the diversities of the TG/Hijra population within the country, especially within the programme implementing regions.
- Proven experience in developing and writing financial proposals for bilateral/multilateral donors, private foundations, and trusts.

**Essential Attributes:**

- Commitment to LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Proven connections with Transgender-community networks at national and international levels.
- Experience in developing advocacy strategy at the national/regional level.
- Skilled, understanding of and experienced in managing the dynamics of different, valid perspectives
- Highly passionate about his/her work with strong community engagement skills.
- Emotionally mature, patient, persevering, diplomatic, tactful, and discreet.
- Gender sensitive
- Demonstrated knowledge and understanding of project management.
- Proven experience in developing and maintaining strong and effective relations with donors, government functionaries, media, and other stakeholders.
- Sound understanding of NGO/CBO support principles in the context of key populations' public health and human rights dimensions.
- Experience in providing technical support and capacity building for organisations.
- Strong commitment to team-working, collaboration, consensus building and negotiation.
- Ability to work with a diverse team.
- Experience working with multiple civil societies and government stakeholders at different levels.
- Excellent communication skills, fluent in English and other Indian languages
- Ability and willingness to undertake extensive travel, primarily within India.

**Desirable qualities/experience/skills:**

- Good understanding of development issues and the HIV epidemic(s) in India.
- A good understanding of legal and ethical issues around HIV/AIDS/ KPs.
- Involved in developing advocacy strategy at the national/international level.
- Apart from English and Hindi, knowledge of other regional languages.
- Experience of working with the media.

*The position requires a strong commitment to HIV/AIDS and Sexual and Reproductive health and civil society initiatives in India and a demonstrated interest to engage with relevant issues.*

***Alliance India** is an equal-opportunity employer. Applications are welcomed and encouraged by people most affected by the epidemic and living with HIV and the members of the key population we work for.*

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

The compensation package will be commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a cover note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the position applied for in the subject line of your e-mail and mention your current payment details in the cover note.

**India HIV/AIDS Alliance**

6 Community Centre, Zamrudpur, Kailash Colony Extension, 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: 14<sup>th</sup> May 2023. However, applications will be considered on a rolling basis.

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures. Canvassing in any form shall be considered a disqualification in the recruitment process.