

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Senior/ Programme Manager: Key Populations/Social Protection (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

About the Programme:

Alliance India is implementing the KP grant through support from GFATM to enhance the coverage of social entitlements and uptake of social protection and welfare schemes for sex workers as sustainable vulnerability mitigation. The programme aims to facilitate the KP population for getting the social entitlements and linkages to the social protection schemes. The programme also envisages plans for community-led clinics (SRH/HIV) which promote and provide SRH/HIV services, establishing telehealth services at grassroots levels and enhancing the access of sex workers to various health services. Under the grant, community systems strengthening activities also will be undertaken to build the capacity of the CBOs in areas like organisational development and leadership, including the legal and compliance-related requirements.

Summary of Responsibilities:

The Programme Manager will be responsible for managing & providing programmatic, technical and organisational development advice and support to Alliance India’s network of state-level principal partner NGOs, their programmes & implementing partners; supporting and managing programme development and capacity building; promoting innovation and documentation of good practice in HIV/AIDS programming; and, actively representing and contributing to planning and policy work on behalf of Alliance India and its partner NGOs.

The Manager will be taking autonomous responsibility for the results of his/her team, supporting the Director of Programmes in ensuring the overall welfare and success of Alliance India, managing working groups, and participating actively in management meetings, to support the senior management team in improving organisational effectiveness.

The candidate is also expected to play an active role in the overall welfare of the organization with a strategic approach, understanding the values, contributing to a culture of transparency, emphasising enabling systems, and promoting innovation and excellence.

Specific Responsibilities:

- Responsible for managing the programmatic, technical and organizational development-related requirements of sub-recipient (SR) and sub sub-recipient (SSRs) organisation under the grant.

- Developing the programme work plans, monitoring activities and budget for the SRs and stakeholders in coordination with the Programme Officers, ensuring high quality in the programme deliverables, carrying out its periodic reviews, and initiating amendments as required.
- Work closely with the senior management team to identify areas of innovation and opportunities for the scale-up to ensure quality-oriented support to the community.
- Conduct periodic reviews of activities undertaken by the SR team in close coordination with the cluster team in Alliance India.
- Contribute to developing and implementing effective monitoring, review and evaluation strategies and activities for programmes against agreed project deliverables.
- Work with Programme officers and technical officers of KP grant team to liaise with SR teams in preparing and submitting programme and other reports on a timely basis, as required, for internal and external use;
- Strategise the fieldwork required to link the KPs (FSW, TG) to various social welfare or protection measures like old age pension, widow pension, Any PLHIV linked available benefits, free education for children/their enrolment into a school, and such applicable welfare schemes under respective States.
- Develops the capacity-building plans for CBOs and other such key stakeholders (SACS, social welfare, law enforcement, etc.) on the self-regulatory board, Gender Based Violence (GBV) and Intimate Partner Violence (IPV)
- Work closely with the partner organisations and the rest of the team to develop plans and ensure sex workers are retained in treatment, and their ART adherence is improved.
- Establish telehealth services at regional levels and enhance the access of sex workers to various health services.
- Develop and implement plans for established linked community-led clinics (SRH/HIV) and promote and provide SHR/HIV services.
- Strategise the community systems strengthening activities to build the capacity of the CBOs on organisational development and leadership, including the legal and compliance-related requirements.
- regularly monitoring and reviewing the programme's implementation, in close collaboration with the monitoring & Evaluation team.
- Assess the programmatic, organisational and technical support needs of the programme(s), with other relevant stakeholders and develop capacity-building plans for needs identified; also review and evaluate the progress and impact of such activities and take corrective actions wherever required.
- Support in effectively implementing various advocacy initiatives developed as part of the programme(s) by the team.
- Responsible for preparing high-quality programme inputs in various report generation processes, ensuring timeliness.
- Review and analyse programme reports (financial and narrative) from field teams and partner organisations and provide feedback in consultation with other team members in the programme task force.
- Develop and maintain healthy relationships with a range of external stakeholders in government, the donor community and other key non-governmental bodies for the effective implementation of the programme
- Responsible for leading the new fund proposal initiatives, by identifying leads, preparing concept notes, and having initial discussions with prospective donors, thus supporting the senior management team in ensuring sustained funding for the organisation.
- Ensure a high level of inter and intra-departmental coordination to share and understand challenges and new initiatives in other programmes the organisation is implementing.
- Undertake monitoring and need-based technical support visits to SRs and project sites regularly.
- Provide support to partner organisations in developing their internal systems and procedures to ensure compliance with donor requirements.
- Establish and strengthen site working groups and other relevant community networks, including facilitating and supporting their coordination of programme activities.
- In collaboration with Director: Programmes, Monitoring & Evaluation and Grants Management team ensuring grant funds are effectively utilized against programme deliverables.
- Support the senior management team members to establish, maintain and strengthen effective relationships between Alliance India and external institutions involved in HIV/AIDS programmes, in particular those institutions working in HIV prevention and care & support, Gender issues, SRH, including key government agencies, donor agencies, NGO/civil society partners and research institutions.
- Participating, as requested by the manager, in relevant external committees, partnerships and consortia, which involve Alliance India as members.
- Lead the team through continuous encouragement, setting clear work /activity plans and close monitoring of the quality aspects of the deliverability through a lead-by-example approach.
- 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

Education

- Master's degree in social sciences, health or development field (or equivalent).
- A Medical degree: and/or a doctorate in social sciences, health or development field will be an added advantage

Experience

- At least 8 to 10 years of progressively responsible management experience in the health, development, or other relevant sectors.
- Experience in direct programme implementation and interface with vulnerable and marginalised populations.
- Extensive experience (at least 5 years) working with FSW/TG/Hijra populations. Proven connections and networking experience with these communities.
- Experience in the implementation of advocacy projects, ideally in the area of HIV prevention, care & treatment for key populations.
- Experience in providing technical support and capacity building for organisations.
- In-depth knowledge of the HIV/AIDS donor environment, funding streams of institutions, and networks that are making a significant global response to HIV.
- Proven experience in developing and writing technical proposals for bilateral/multilateral donors, private foundations, and trusts.

Essential Attributes:

- Demonstrated knowledge and understanding of project management.
- Sound understanding of NGO/CBO support principles in the context of key populations' public health and human rights dimensions.
- Commitment to FSW / LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Demonstrated knowledge and understanding of partnerships and/or donor environment, donor relations and reporting.
- Skilled, understanding of and experienced in managing the dynamics of different, valid perspectives
- Strong commitment to team-working, collaboration, consensus building and negotiation.
- Highly passionate about his/her work with strong community engagement skills.
- Highly motivated self-starter with vision, and ability to identify opportunities and drive change.
- Emotionally mature, patient, persevering, diplomatic, tactful, and discreet.
- People skills, able to navigate team dynamics, and promote resolution of conflict at the workplace.
- Gender sensitive
- Excellent writing and verbal communication skills.
- Ability and willingness to undertake travel, within India for an average of 30% of the time.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

- Good understanding of development issues and the HIV epidemic(s) in India.
- Technical knowledge and expertise in Prevention, Care and Support
- A good understanding of legal and ethical issues around HIV/AIDS/ KPs.
- Involved in developing advocacy strategy at the district/state/regional/national level.

The position requires a strong commitment to HIV/AIDS and Sexual and Reproductive health and civil society initiatives in India and a demonstrated interest in engaging 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 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

Website: www.allianceindia.org

Closing date for receipt of complete applications: 21st 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.