

## India HIV/AIDS Alliance (Alliance India)

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

### **Senior/ Programme Officer: Key Populations/Social Protection** (full-time)

Duty Station: New Delhi

#### **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)

#### **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:**

Reporting to the Senior/Manager, 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 the KP programme. The Programme Officer will support programme development and capacity building, advocacy activities and promoting documentation of good practice, in various HIV/AIDS programmes implemented by the organisation. The Programme Officer will primarily coordinate and ensure that the KPs are adequately supported and made available with identity documents and registered under various social protection schemes.

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:**

- The programme officer will be responsible for managing one or more SRs or States and ensuring all the activities under the programme are carried out effectively.
- Developing and implementing programme work plans, monitoring activities and budgets for the designated SRs and stakeholders in consultation with the Programme Lead, ensuring high quality in the programme deliverables.

- Responsible for the holistic well-being of KPs and PLHIV targeted under the programme and complementing the national programme activities for the welfare of the community.
- Work closely with designated SR partners and coordinate the grassroots-level activities to ensure access to social protection schemes for the key population.
- Ensure the preparation of high-quality programme inputs in various report-generation processes, ensuring timeliness.
- 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.
- In close coordination with designated SR and SSRs, carry out the sensitization plans for preventive SRH supportive services for sex workers.
- Devise the training plans required to sensitize the concerned authorities on Gender-Based Violence (GBV) and Intimate Partner Violence (IPV)
- Lead the activities with designated SR partners to form self-regulatory boards to protect young sex workers from exploitation, trafficking, GBV, IPV and crisis response.
- review and analysis of programme reports (financial and narrative) from SRs and SSRs and providing feedback, in consultation with cluster team.
- assess the programmatic, organisational and technical support needs of programmes, designated SRs and other relevant stakeholders and develop capacity-building plans for needs identified; also carry 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 quality and timeliness.
- undertaking monitoring visits and need-based technical support visits to SRs and project sites on regular intervals
- Contribute to developing and implementing effective monitoring, review and evaluation strategies and activities for programmes against agreed project deliverables.
- Closely work with the assigned partners in the field 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 school, and such applicable welfare schemes under respective States.
- Manage 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)
- 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.
- 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.
- Provide support to partner organisations in developing their internal systems and procedures to ensure compliance with donor requirements.
- 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.
- 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 3 to 5 years of progressively responsible management experience in the health, development, or other relevant sectors.
- Experience in direct programme implementation at the state or national level and interface with vulnerable and marginalised populations.
- Good experience (at least 1 to 2 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 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.
- Highly passionate about his/her work with strong community engagement skills.
- Strong commitment to team-working, collaboration, consensus building and negotiation.
- Highly motivated self-starter with vision, and ability to identify opportunities and drive change.
- Emotionally mature, persevering, diplomatic and tactful
- People skills, able to navigate dynamics, and experienced in conflict resolution.
- 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 must 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: 21<sup>st</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.