India HIV/AIDS Alliance (Alliance India)
invites talented professionals to consider joining our team in Mizoram

Associate: Programme & Strategic Information
(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

Summary of Responsibilities:

The Associate: Programme and Strategic Information will play a composite role by providing programmatic and monitoring & evaluation support at the field level, especially to the northeastern states where the programme is being implemented.   The person will be responsible for providing programmatic, technical and data monitoring and evaluation support to our field-level partner organisations. The person will work closely with the rest of the programme team members based in the northeast states and support the onsite data verification visits, handholding, and capacity building, quality assurance, reporting, advocacy activities, donor reporting, documentation of best practices etc., of the field-level organisations.

The position is expected to develop and maintain healthy relationships with state-level government and other stakeholders to implement the programme effectively. The position is currently located at Aizawl, Mizoram. However, according to the requirements of the programme, the position is transferable to any location where the programme is implementing.

Specific responsibilities of the position are outlined below:
- Support the Programme Officer in implementing state-level programme work plans, monitoring activities and budget for the designated activities, and ensuring high quality in the programme deliverables.
- Support the rest of the team in the effective implementation of the continuation of CSC 2.0. advocate for care, support & treatment, EVTHS services for affected community members, awareness of social welfare schemes, managing red ribbon awareness initiative, etc., in the allocated States where the programme is being implemented.
- Support in compiling information about Care and Support positive pregnant women and infants.
- Build the capacity of the partners to ensure each functionary of the Care and support centre will perform the task assigned to them as per the guidelines.
- Provide hand-holding support to SSR / field-level partner team members on data collection, review, quality checks, and initial level analysis.
- Provide technical support on M&E tasks and evidence-based recommendations to the field-level partner organisations.
- Manage the analysis of MIS data and ensure to record, manage, and preserve monitoring and evaluation data in a safe and accessible way.
- Ensure that monitoring visits are meaningful, capture the required data, and analysis help to make important programmatic decisions at the field level.

- Support field-level partners in developing and maintaining systems and procedures to ensure donor compliance.
- Assist in managing any relevant external technical support required for programmes and partner NGOs.
- Responsible for compiling data from the field in the required reporting formats, ensuring its quality and adhering to the reporting timelines. This includes workshop reports, quarterly and annual reports and review and re-planning reports.
- Review and analyse programme reports (financial and narrative) from field-level partners and provide feedback in consultatim with the rest of the team members.
- Smooth coordination with the State AIDS Control Societies, TB & Viral Hepatitis, women and child department, and other relevant and important stakeholders.
- Uphold the mission and commitments of the organisation and maintain a positive working relationship with the community, partner organisation and stakeholders.
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.

Qualification/Education
- Graduation or Post Graduation in in social sciences, statistics, or demography in the health or development field (or equivalent).

Experience:
- At least 1 to 3 years of relevant programme or data management experience in the health or development sector.
- Relevant programme monitoring and evaluation experience in the development sector in the health domain.
- Demonstrated knowledge and understanding of project management at the State level, especially in the north-eastern states.
- Candidates with a proven track record of implementing care & Support, prevention programmes for the PLHIV community, sexuality, gender & and rights-related programmes will be given high preference.
- Experience providing technical support to capacity-building organisations, especially those working at the community or grassroots level.

Essential requirements:
- Excellent analytical, data interpretation, writing, and verbal communication skills.
- Good computer skills using MS Office, especially in advanced Excel, are mandatory.
- Ability to work effectively in teams as well as independently.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Commitment to LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Fluent in regional language in the assigned State, English and Hindi
- Ability and willingness to undertake extensive travel within the responsible state(s)
- Knowledge of analytical software like SPSS, Tableau, etc will be an added advantage.

Desirable qualities/experience/skills:
- Good understanding of development issues and India's HIV epidemic(s).
- Understanding of GFATM reporting procedures and knowledge of donor's strategies and policies
- Knowledge in query languages, for example, SQL and Machine Learning / Artificial intelligence, are preferable.
- Knowledge of other Indian regional language(s).
- Experience working in a programme related to the most at-risk population.

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.

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Email: recruit@allianceindia.org   Website: www.allianceindia.org

The closing date for receipt of complete applications is 7 April 2024. Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures.