

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Programme Coordinator: Red Ribbon Logistics and 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 Programme Coordinator will be responsible for the positive and demonstrable outcome of the awareness campaign through Red Ribbon Bus plying across the 11 programme-implementing states. The person will play an active role in developing IEC materials for the awareness campaign, ensuring stock of essential distribution materials, charting the bus route, identifying critical stoppages for the bus, securing approvals from relevant authorities, etc.

The Coordinator will be responsible for the data management related to the campaign, identifying gaps and suggesting proactive measures to enhance the quality and outcome of the campaign continuously. The person will lead the promotion of documentation of good practices of the campaign. The position is expected to develop and maintain healthy relationships with national and state-level external stakeholders in government and other key non-governmental bodies to implement the programme effectively.

Specific Responsibilities:

- Responsible for the management of routine logistics and effective functioning of the Red Ribbons bus Campaign to create awareness of HIV / AIDS among the general public.
- Working in close coordination with the Technical Lead, support in developing an awareness plan, including the methodologies to ensure maximum attention of key population towards the Red Ribbon bus campaign.
- identify colleges, semi-urban areas, young people living in urban slums, prioritised rural pockets, etc. and chart the red ribbon bus awareness programme in close collaboration with State team members and respective IEC divisions of SACS.
- In collaboration with the technical lead, develop the route map of the bus and effective coordination with various local government bodies to ensure maximum participation of the key population.
- In coordination with the programmes team, develop the awareness plan for HIV and STIs, like interactive awareness sessions, individual and community level behavioral change activities, distribution of awareness materials, etc., so as to ensure maximum engagement of key populations at each destination.
- Effective measures to reduce stigma and prejudice towards PLHIV through active youth participation in the Red Ribbon Bus initiative.
- Responsible for establishing a concrete referral mechanism for testing services where available.
- Ensure adequate stock of free/low-cost HIV prevention commodities like condoms and lubricants in the bus for distribution to the general public.

- Responsible for the entire logistics management of the Red Ribbon bus initiative across different implementing states. This includes developing a route map of each state, identifying stoppages, ensuring high participation of key populations, etc., in close consultation with other programmes, SACS, and such stakeholders.
- Prior intimation to all concerned stakeholders, including local government bodies like Panchayati Raj institutions, NGOs, ASHA and Anganwadi, and educational institutions regarding the arrival of the bus.
- Solely responsible for managing data related to the entire campaign as per the programme's requirement and its analysis to identify areas of gap.
- Responsible for documenting best practices followed in the campaign, developing case studies, evaluating the impact of awareness campaigns, etc. and reporting timely to the manager.
- In coordination with the administration team, ensure the required routine bus maintenance and legal compliances.
- Collate Red Ribbon Bus activity reports from the states and compile the report and ensure timely submission to the Technical Lead for further submission to SACS, NACO and the donor.
- In collaboration with the rest of the programmes and grants management team, ensuring grant funds are effectively utilized against programme deliverables.
- In collaboration with the line manager, contributing to programme learning to Alliance India's communications and knowledge management initiatives, ensuring the communication of best practice recommendations are promoted within Alliance India and external organisations.
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.
- Undertake other responsibilities not outlined above, which are commensurate with a role of this nature in the not-for-profit sector, which has been discussed and agreed upon between the line manager and the post holder.

Qualifications/Education:

- Master's degree in social sciences, health or development field (or equivalent)

Experience:

- Four years of progressively responsible project management experience in the health and development sectors.
- Two years' experience in health or HIV/AIDS programming.
- Experience in managing logistics arrangements for large-scale events/ campaigns.
- Experience managing awareness campaigns and leading advocacy at the state or national levels.

Personal qualities/skills:

- Sound knowledge and/or experience in vendor management and negotiation.
- Adequate experience in procurement and bidding procedures.
- Excellent administrative, organisational and planning skills with attention to detail
- Demonstrated knowledge and understanding of programme management at the State/National level.
- Experience providing technical support to and capacity building of organisations, especially those working at the community or grassroots level.
- Experience in collaborating with community organisations and groups to deliver excellent HIV and health interventions.
- Commitment to LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Proven experience developing and maintaining strong and effective relations with government functionaries, media, and other stakeholders.
- Proven experience in the proposal development process.
- Strong interpersonal skills
- Strong commitment to teamwork, collaboration, consensus building and negotiation.
- Excellent analytical, presentation, writing and verbal communication skills.
- Ability and willingness to travel extensively, primarily within India, where the programme is being implemented.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

- Professional qualification in logistics Management, procurement, etc. will be an added advantage.
- Understanding of GFATM reporting procedures and knowledge of donor's strategies and policies
- Knowledge of other Indian regional language(s).



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: 20 March 2024. 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.