

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Director: Programmes

(Leadership-level position; full-time)

Duty Station: New Delhi

Reports to: Chief Executive

Key Expectations from the position:

Alliance India is looking for a suitable candidate for the position of Director: Programmes. The ideal candidate should be strongly committed to working with community partners, passionate about performing in a highly diversified and inclusive working environment and strongly connected to the cause of HIV/AIDS and the issues and concerns of vulnerable communities served by Alliance India. The incumbent is expected to ensure the active participation of Key Populations in decision-making and maintain strong community engagement to keep their interests first.

The ideal candidate is expected to cultivate sustainable working relationships with various external stakeholders, including donors, Government functionaries, and field-level partners, and leverage those relationships to create new opportunities to deliver Alliance India's mission.

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

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 have a sustainable impact on 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 Director of Programmes is a member of the senior leadership team and will ensure the successful implementation and expansion of Alliance India's programmes in collaboration with our network of partner organisations. S/he will also lead on and ensure that sustainable support is available to Alliance India programmes and ensure programme learning is translated into institutional knowledge. The Director: Programmes is also responsible for the overall performance and coordination of Alliance India's Advocacy & Policy activities. S/he will be responsible for the performance of programmes as well as strategic information teams. The person will also develop and maintain key relationships with various external stakeholders in government, donors, and other key non-governmental bodies. The person will also be responsible for ensuring the provision of technical advice and support in capacity building to lead partner organisations in the areas of programmes, policy, and advocacy. The person will also lead the activities of the Strategic

Information team and coordinate their key deliverables in line with the program's requirements. S/he will lead the innovative research programmes undertaken by the organisation as part of various programmes. The person will have to play a key role in the new business development initiatives to ensure sustainability as well as a diversified fund portfolio of the organisation.

S/he also provides participatory, supportive and motivational leadership to the department and supports the development of an empowered middle management team. The person should have strong community experience and connect strongly with the cause of HIV.

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

The key responsibilities of the position are as follows:

1. Programmes Development and Management

- Manage the highly diversified programme portfolio of Alliance India, upholding our vision and commitment to the communities we support and serve and ensure high-quality deliverables.
- Proactively lead the development of programme conceptualisation and planning in collaboration with partner organisations and the Alliance India team.
- Ensure active participation of key populations in decision-making and maintain strong community engagements to keep their interests first.
- Ensure the smooth functioning of Alliance India's network of state-level principal partner NGOs, as appropriate, including managing formal processes, such as planning, and informal ones, such as seeking regular inputs, etc., in collaboration with other members of the Alliance India team.
- Maintain positive relationships with donor agencies to ascertain their priorities and explore opportunities for collaboration.
- Always ensure the programmes team is responsive to the needs of Alliance India's network of partner organisations.
- Provide technical and capacity-building support and advice to programme staff and Alliance India partner organisations in areas such as HIV prevention, care and support, Drug Use and Harm Reduction, SRH, HIV/TB Integration, civil society mobilisation and development, etc.
- Develop work plans and budgets as appropriate, based on agreed frameworks for the Programmes team in coordination with other team members.
- In collaboration and consultation with the senior management team, ensure programme work plans and budgets are based on the agreed planning framework for Alliance India.

2. Organisational sustainability & New Business Development

- Identify innovative areas for fundraising and new business developments for the organisation.
- Work closely with other senior team members and formulate and further develop a long-term fundraising and new business development strategy that is consistent with the current strategies and programmatic priorities of Alliance India.
- Lead and actively involve in developing and writing proposals for major bilateral/multilateral donors, private foundations, and trusts.
- Cultivate and maintain long-term relationships with various external partners and leverage those relationships to create new opportunities to deliver on Alliance India's mission.

3. Strategic Planning, Management and Representation

- Provide active and effective leadership to the Programmes Department and strong personal input to overall Alliance India strategic planning, work planning and organisational development.
- Provide strong personal contribution to the organisation-wide strategic review, strategic planning, and work planning and organisational development as a senior management team member.
- Represent Alliance India externally and take on responsibility for the organisations resource mobilisation targets and policy objectives.
- Ensure that Alliance India continues to be positioned as a leading HIV/AIDS organisation, with a strong technical contribution to be made within Indian and international level dialogue in HIV.
- Develop and maintain strong and effective working relations with donors, policymakers and key civil society organisations in the sector.

- Keep an eye on the new and emerging opportunities in the sector; monitor the evolution of the HIV epidemic in India; evolution of key government, donor and other NGO policies and programmes, etc. and as appropriate, recommend modifications or add-ons to the strategic plan in response to such changes and emerging opportunities.

4. Policy and Advocacy Development

- Lead the policy and advocacy initiatives of Alliance India and develop strategies to ensure information and initiatives from civil society groups and state-level advocacy work informs national-level policy initiatives.
- Lead on identifying areas of policy-relevant research for Alliance India, manage the documentation and dissemination of these findings, and take further action to influence the policymakers.
- Further, develop Alliance India's overall capacity to create a favourable environment for community responses to HIV in India.
- Establish relationships with policymakers, national and state-level authorities, key stakeholders and represent Alliance India in high-level meetings to build its reputation as a leading HIV organisation.
- Ensure the provision of technical and capacity-building support and advice to Alliance India programme staff and Lead Partners in the areas of policy and advocacy and civil society development.

5. Management of Strategic Information Unit

- As the leader of the Strategic Information Unit, ensure the development and implementation of an effective programme monitoring and evaluation system in all programmes of Alliance India.
- Support the team in identifying innovative and cutting-edge operation research in various thematic areas of our work and effectively utilise the research results for planning advocacy initiatives and new areas of programme development.
- Provide overall leadership to the strategic information unit and ensure the data is analysed and interpreted to improve programme implementation and generate innovative ideas at the field level.

6. Other Management Responsibilities

- Ensure effective coordination and collaboration within the team and with other departments to maximise the opportunities an integrated team offers.
- In close coordination with the programmes team, provide technical input to the communications team to identify, analyse and document the progress, impact, challenges and lessons learnt from Alliance India's programme initiatives for sharing with internal and external stakeholders.
- Participate in and promote the implementation of formal staff appraisals and other evaluation processes of staff, operations and systems, which may apply from time to time.
- 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.
- Uphold the mission/vision and values of Alliance India and work within its equal opportunities framework, demonstrating the behaviours and competencies as appropriate for the position.
- Ensuring proactive management of risk within the area of responsibility, including regular risk assessment, designing and implementing actions to manage risk and escalating critical risks as necessary.

Education

- Masters' degree or doctorate in management, social sciences, health, or development studies (or equivalent) and/or MBBS and/or MD (Community Medicine or Skin & V.D/Gynaec, Paediatrics, etc.)

Experience

- 12 - 15 years of progressively responsible management experience in health/public health programming.
- At least 5 to 7 years' experience in a senior management or executive position in a national/international organisation in a similar capacity.
- Proven understanding and management expertise in programmes on sexuality, Gender & Rights, Sexual Reproductive Health and Harm Reduction.
- In-depth knowledge of the HIV/AIDS donor environment, funding streams of institutions, and networks that are making a significant global response to HIV
- Experience managing a multi-donor project office in a large, dynamic national not-for-profit organization or international organisation.

- Proven experience in developing and writing technical proposals for bilateral/multilateral donors, private foundations and trusts.
- Proven experience in working with and raising significantly restricted and/or unrestricted funding from government development agencies.
- Proven experience in developing and maintaining strong and effective relations with donors, policy makers, government functionaries and journalists.
- Research and evaluation experience, including the ability to analyse research and evaluation findings and other information for the benefit of practitioners.
- Demonstrated knowledge and understanding of partnerships, principles of NGO/CBO support and donor environment, donor relations/negotiations and reporting.

Essential Attributes:

- A proven leader with ample experience in the field, with energy and vision
- Highly passionate about his/her work with strong community engagement skills.
- Emotionally mature, patient, persevering, diplomatic, tactful, and discreet.
- Strategic vision and leadership in producing sound strategies for action.
- People skills, able to navigate team dynamics, and promote resolution of conflict at the workplace.
- Strong commitment to the key populations affected by the epidemic. The key population we work with includes People Living with HIV (PLHIV), men who have sex with men (MSM), transgender persons, hijras, female sex workers (FSWs) and people who inject drugs (PWID)
- Excellent written, verbal and presentation skills.
- Experience in presenting and representations at global conferences and meetings (internal and external).
- Project management skills and the ability to manage multiple tasks and conflicting responsibilities across various disciplines.
- Good budget management track record.
- Ability to excel in a collaborative environment, be a team player, and appreciate how and when to show leadership.
- Strong commitment to HIV/ AIDS, sexual and reproductive health and rights.
- Ability and willingness to undertake extensive travel, primarily within India.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

- Previous experience in managing GFATM-funded grant.
- An understanding and experience in working with key HIV/AIDS donors.
- Experience at the international level, especially in South East Asia region, will be an added advantage
- Knowledge of other Indian regional languages.

The position requires a strong commitment to HIV/AIDS, 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 welcome and encouraged from people most affected by the epidemic, people 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 salary/emolument details in the cover letter/note.

India HIV/AIDS Alliance

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048
Tel: (011) 4536 7700 Email: recruit@allianceindia.org

Closing date for receipt of complete applications: 9th February 2025.

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.