

## **India HIV/AIDS Alliance**

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

### **Clinic Manager**

(Full-time District Level) 4 Positions

Location: Delhi, Punjab, Karnataka and Manipur

#### **Introduction:**

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. To learn more about our organisation, please visit our website: [www.allianceindia.org](http://www.allianceindia.org)

#### **Summary of Responsibilities:**

The Clinic Manager will oversee and implement programme activities at the site level, ensuring efficient clinic operations and effective service delivery. This role involves coordinating with state-level stakeholders, including government agencies and partner organizations, to achieve programme objectives. The Clinic Manager will manage and mentor clinic staff, such as counsellors, nurses, and targeted intervention (TI) facilitators, fostering capacity-building and adherence to programme guidelines and quality standards. Additionally, the Clinic Manager will monitor and evaluate activities, prepare progress reports, and represent the clinic in stakeholder meetings and advocacy initiatives. The position focuses on creating a comprehensive, stigma-free framework to address vulnerabilities associated with sexualized substance use (SSU) among MSM and TG communities while integrating PrEP provision into tailored prevention, diagnosis, and treatment services.

#### **Key responsibilities of the position are outlined below:**

- Oversee the daily operations of the SSU Hub, ensuring the availability and quality of clinical and counselling services.
- Develop and implement site-level work plans, schedules, and protocols to streamline service delivery.
- Monitor clinic activities to ensure compliance with health and safety standards, infection control measures, and program guidelines.
- Manage and support clinic staff, including physicians, nurses, counsellors, and community mobilizers, ensuring effective team coordination.
- Conduct regular team meetings to review progress, address challenges, and provide feedback.
- Identify training needs and organize capacity-building initiatives to enhance staff skills in SSU-related interventions, HIV care, and inclusive service delivery.
- Ensure seamless coordination between clinical, counselling, and outreach teams to provide comprehensive care for clients.
- Build rapport with MSM and TG community members to encourage their engagement with the program.
- Collaborate with community-based organizations and healthcare providers to strengthen referral networks.
- Maintain accurate records of clinic activities, client services, and program outcomes, ensuring confidentiality and data integrity.
- Prepare and submit regular reports to the program management team, highlighting achievements, challenges, and recommendations.

- Utilize monitoring and evaluation tools to track service delivery and inform continuous improvement efforts.
- Oversee procurement and inventory management of medical supplies, medications, and testing kits.
- Ensure adequate resource allocation and address any logistical challenges affecting service delivery.
- Engage with stakeholders, including State AIDS Control Societies, healthcare providers, and community organizations, to strengthen partnerships and resource mobilization.
- Advocate for stigma-free, inclusive, and accessible healthcare services tailored to MSM and TG communities.
- Contribute to the strategic planning of SSU interventions, aligning with national guidelines and community needs.
- Provide inputs for scaling up successful program models and integrating new evidence-based practices.
- Oversee day-to-day operations of the clinic, ensuring efficient delivery of services.
- Coordinate with state-level stakeholders, including government officials and partner organizations, for effective programme implementation.
- Manage and mentor clinic staff, including counsellors, nurses, and Clinic-TI facilitators.
- Ensure adherence to programme guidelines, timelines, and quality standards.
- Facilitate capacity-building sessions for clinic staff and targeted intervention (TI) facilitators.
- Monitor and evaluate programme activities, ensuring alignment with objectives.
- Represent the clinic in stakeholder meetings and advocacy initiatives.
- Follow the organizational work plan and individual activity plan, ensuring deliverables are completed with quality and on time.
- Uphold the mission/vision and values of Alliance India and work within its equal opportunities framework, demonstrating the behaviours and competencies appropriate for the position.

#### **Qualifications/Education**

- Master's or bachelor's degree in public health, Healthcare Management, Social Work, or a related field.

#### **Experience**

- Minimum of 5 years of experience in managing healthcare facilities, community health programs, or HIV prevention initiatives.
- In-depth understanding of HIV/AIDS, LGBTQI+ inclusion and rights

#### **Personal Qualities/Skills**

- Demonstrated leadership and team management skills, preferably in projects involving key populations such as MSM and TG communities.
- Strong understanding of HIV prevention, substance use interventions, and harm reduction principles.
- Proficiency in data management, monitoring, and reporting tools.
- Computer skills, including Microsoft Word, Excel, and PowerPoint
- Excellent communication, problem-solving, and organizational skills with a commitment to fostering an inclusive healthcare environment.
- Excellent skills related to data i.e data- management, analysis, interpretation, and presentation
- Excellent administrative, organizational, and planning skills with attention to detail
- Demonstrated knowledge and understanding of programme management at the district/State level.
- Experience providing technical support to capacity-building organizations, especially those working at the community or grassroots level.
- Experience in collaborating with community organizations and groups to deliver excellent HIV and health interventions.
- Proven experience developing and maintaining strong and effective relations with government functionaries, media, and other stakeholders.
- Strong commitment to teamwork, collaboration, consensus building, and negotiation.
- Ability and willingness to travel extensively within the district.
- Strong commitment to Sexualized Substance Use (SSU), HIV/AIDS, and sexual and reproductive health and rights.
- Fluency in English and Hindi (knowledge of other regional languages is an advantage).

#### **Desirable Qualities/Experience/Skills:**

- Expertise in managing large-scale, multi-site health interventions.
- Demonstrated experience in advocacy, policy engagement, and stakeholder coordination.

*The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding of the relevant issues.*

***Alliance India** is an equal-opportunity employer. Applications are welcomed and encouraged by people most affected and living with HIV and also from the members of the communities we serve.*

*As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.*

This is a district-level position, the compensation package for this position will be in accordance with the district-level pay structures for similar positions in line with our policy. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date.

Please *indicate the title of the post applied and your preferred location in the subject line* of your e-mail. Definitely *mention your current salary details* in the covering note.

Closing date for receipt of complete applications: 31<sup>st</sup> March 2025

Due to the urgency of the position to be onboarded, we will commence interviews with suitable candidates soon, it is advised to send in your applications at the earliest.

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about the interview date.