

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Programme Officer: Care & Support

(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:

Reporting to the Head Care & Support, the Senior 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 this programme. The Senior Programme Officer will support programme development and capacity building, advocacy activities, and promoting documentation of good practice in various HIV/AIDS programmes being implemented by the organisation. The person will also ensure synergy among various programme verticals at Alliance India, especially within various implementing tasks within the CSC programme.

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. The position will support the senior management in developing strategies for creating an enabling environment for the programme and the community.

Specific responsibilities of the position are outlined below:

- Responsible for managing the programme's implementation and monitoring the progress of the allocated sub-recipient Partner/s.
- Responsible for 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, etc.
- Ensure equal access to care, support, and prevention, emphasising the community special needs of key populations.
- Support the line manager in developing and implementing programme work plans, monitoring activities and budgeting for the designated activities, ensuring high quality in the programme deliverables.
- Contributing to developing and implementing appropriate programme strategies in their area of implementation for creating awareness, prevention, care and support for PLHIV and KP's.
- Provide technical support to the SR/state team for effective implementation of the care support & treatment and EVTHS programme.
- Regularly monitor and review the implementation of the programme in close collaboration with monitoring & evaluation team members.
- 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.

- Supporting the compilation of information about Care and Support, positive pregnant women and infants, including workshop reports, quarterly and annual reports and reviewing and re-planning reports.
- Build the capacity of SR/State team so that they can identify and establish community-based HIV screening of PLHIV, including, family, and injecting partner/s.
- Assess the programmatic, organisational, and technical support needs of programmes, SR//State team and other relevant stakeholders. Review and evaluate the progress and impact of such activities and take corrective actions wherever required.
- Coordinate and manage the collation of reports from various state-based team members and support in preparing high-quality reports, ensuring timeliness.
- Review and analyse programme reports (financial and narrative) from the SR/State team and provide feedback in consultation with the cluster team.
- Smooth coordination with the National AIDS Control Organisation and State AIDS Control Societies, TB & Viral Hepatitis, women and child department, and other relevant and important stakeholders.
- Assess the programmatic, organisational, and technical support needs of SRs and other relevant stakeholders and develop capacity-building plans; also review and evaluate the progress and impact of such activities and take corrective actions wherever required.
- Providing support to SRs in developing their internal systems and procedures to ensure compliance with donor requirements.
- Contributing to the development of tools and resources for use by Alliance India and SRs in programmes.
- In collaboration with the rest of the programmes and grants management team, ensure grant funds are effectively utilised against programme deliverables.
- In collaboration with the Head: Care & Support, 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.
- With the support of the Strategic Information team, initiating short studies, strategy assessments and documenting the same to support future programme planning.
- Coordinate and manage the collation of reports from various state-based team members and support in preparing high-quality reports, ensuring timeliness.
- Actively identify new areas of programme intervention funding sources and develop concept notes, proposals, etc., for major bilateral/multilateral donors, private foundations, and trusts.
- Undertaking monitoring and need-based technical support visits to SRs and project sites regularly.
- 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.

Qualification/Education

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

Experience:

- 3 to 5 years of progressively responsible project management experience in the health, and development sector.
- Core experience in the HIV/AIDS Sector especially in the implementation of prevention and care & support programme.
- Demonstrated knowledge and understanding of project management.
- Experience in providing technical support to, and capacity building of organisations, especially those working at the community or grassroots level.

Essential requirements:

- Demonstrated knowledge and understanding of programme management at the State/National level.
- Experience in 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 PLHIV / LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Proven experience in developing and maintaining strong and effective relations with donors, government functionaries, media, and other stakeholders.
- Proven experience in the proposal development process.
- Excellent analytical, writing, and verbal communication skills.
- Strong commitment to teamwork, collaboration, consensus building and negotiation.
- Excellent analytical, presentation, writing and verbal communication skills.
- Ability and willingness to travel approximately 40% of the time, 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:

- As a qualification, MBBS/BDS/PhD/ MA in Social Sciences will be an added advantage.
- Good understanding of development issues and the HIV epidemic(s) in India.
- 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

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Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

The closing date for receipt of complete applications is 15th April 2025. Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures.