

India HIV/AIDS Alliance

invites talented and passionate professionals to our team in New Delhi

Programme Manager: Partner Management

(Full-time)

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 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 Manager: Partner Management will be responsible for managing and providing programmatic, technical, and organisational development advice and support to one of the key partner organisations implementing virtual outreach activities related to prevention across the country. The **programme named Netreach**, focuses on reaching key and vulnerable populations with resources and support, aiming to help them make informed decisions about their sexual health.

The Programme Manager will be overall responsible for promoting innovation and documentation of good practices in the prevention programming and actively representing and contributing to planning and outreach work on behalf of Alliance India and the partner organisation. The Programme Manager will also manage the development of an intense monitoring and Evaluation (M&E) system and maintain the quality of data and information at the partner level.

The Manager will also work in close coordination with the team and be responsible for the positive and demonstrable outcome of the **awareness campaign through Red Ribbon Bus**, moving across the 11 programme-implementing states. This includes coordination of the campaign, striking critical collaborations at the district and state levels to ensure the maximum reach and impact for the awareness campaign

The person also contributes to a management culture that is based on clear communications, collaboration, development of staff and acknowledging excellence at all levels.

The **key responsibilities** of the position are as follows:

Net Reach Programme Management:

- Primarily responsible for working in close collaboration with one of the key partner organisations implementing the virtual outreach programming named as Netreach under the prevention component of the grant. Virtual outreach is implemented across the country.
- The Manager will work as the key point of contact between Alliance India and the partner organisation and ensure that all requirements of the programme implementation is carried out in an effective manner ensuring the highest level of timeliness and quality.
- Support the partner organisation in strategizing the programme and its implementation.

- Lead the process of organizing various community consultations for the project in coordination with the partner organisation
- Responsible for ensuring that regional-level advocacy events and technical assistance to CBOs are carried out as per the implementation plan, map health care providers with the support of the partner organisation team for building referral mechanisms
- Responsible for facilitation in building synergy between prevention and care and support programme components.
- Ensure routine coordination between partner organisations, the Prevention/IEC/CST division at NACO and the Alliance India team to promote joint review meetings.
- Conduct periodic reviews of activities undertaken by the partner organisation in close coordination with the cluster team in Alliance India and suggest appropriate revisions in the plan as necessary.
- Ensure that the project is tracked on a monthly basis against the targets and ensure zero disallowed costs.
- In collaboration with the Strategic Information team at Alliance India and the partner level, ensure the development and implementation of M&E plans and budgets.
- In collaboration with the partner organisation, innovative strategies to strengthen data collection, monitoring, evaluation, analysis, use, and reporting
- In coordination with the partner organisation, ensure that the donor reporting requirements are met ensuring quality in deliverables and timeliness
- Provide support to the partner organisation in developing their internal systems and procedures to ensure compliance with donor requirements.
- Assess the programmatic, organisational and technical support needs of the programme, and partner organisation and develop capacity-building plans for needs identified; also carry out review and evaluation of the progress and impact of such activities and take corrective actions wherever required.

Red Ribbon Bus Awareness Campaign

- Supervision and Coordination of Red Ribbon Awareness campaign and ensure the overall success of the campaign to create awareness of HIV / AIDS among the general public.
- Devising strategies to ensure maximum attention of vulnerable population towards the Red Ribbon bus campaign, this includes charting of routes, timing of campaigns, forging collaborations at the State & district levels, innovative ways to engage the crowd, etc.
- Effective documentation of the outcome of the campaign showcasing positive results, developing case studies, evaluating the impact of awareness campaigns, etc.

Other Management Responsibilities:

- Ensure preparation of high-quality programme inputs in various report generation processes ensuring timeliness.
- In collaboration with the rest of the team, ensuring grant funds are effectively utilized against the programme deliverables by monitoring expenditure against the budget and monitoring the variances.
- Supporting the senior management team members to establish, maintain and strengthen effective relationships between Alliance India and external institutions involved in HIV/AIDS programmes, in particular those institutions working in prevention and care & support, including key government agencies, donor agencies, NGO/civil society partners and research institutions.
- Participating, as requested by the line manager, in relevant external committees, partnerships and consortia, which involve Alliance India as a member.
- Complement the activities of the other team members and provide support wherever required.
- Support and take an active role in new proposal development activities including identifying opportunities, forging strategic collaborations and writing innovative and high-quality proposals.
- Develop a collaborative working environment with the partner organisation, ensuring mutual respect, trust and transparency, setting clear work /activity plans and closely monitoring 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 appropriate for the position.
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.

Qualifications/Education:

- A Master's degree in social sciences, health or development field or population studies, public health, community health (or equivalent)

Experience:

- At least 8 to 10 years of progressively responsible project management experience in the health and development sector at the national level.
- **Experience in the HIV/AIDS Sector**, especially in **the implementation of prevention programmes** at the national level.
- Experience working with and implementing **programmes for vulnerable communities, including MSM, transgender, Hijra population, and female sex workers.**
- Experience in collaborating with community organisations and groups to deliver excellent HIV and health interventions.
- Hands-on experience in programme conceptualisation and management at the national level.
- Demonstrated experience in developing M&E strategies and systems development.
- Knowledge and skills in planning and adopting web analytics for monitoring virtual programme implementations.
- Proven experience developing and writing funding proposals for bilateral/multilateral donors, private foundations, and trusts.
- Research and evaluation experience, including the ability to analyse research and evaluation findings and other information for the benefit of practitioners.
- Experience in providing technical support and capacity building of organisations on the rights-based approach
- Significant team management experience within national or international level NGOs/donor agencies.
- Demonstrated knowledge and understanding of partner and project management.

Personal qualities/skills:

- Sound understanding of NGO/CBO support principles in the context of both public health and human rights dimensions.
- Commitment to LGBT rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Demonstrated knowledge and understanding of partnerships and/or donor environment, donor relations and reporting.
- Proven experience in developing and maintaining strong and effective relations with donors, government functionaries, media, and other stakeholders.
- Ability to manage a diverse team and a large portfolio of projects.
- Strong commitment to team-working, collaboration, consensus building and negotiation
- Excellent analytical, presentation, writing and verbal communication skills.
- Ability and willingness to undertake travel approximately 50% of the time, primarily within India, where the programme is being implemented.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

- University degree in Medicine / any other clinical discipline/ preventive and social medicine/ Community Medicine, etc.
- Good understanding of development issues and the HIV epidemic(s) in India.
- Understanding about 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 NGO activities in India, and a strong interest in and understanding the relevant issues.

Alliance India is an equal opportunity employer. Applications from people most affected and living with HIV and from the LGBTQI community are welcome.

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 post applied for in the subject line of your e-mail. **Mention your current payment details in the cover note.**

Closing date for receipt of complete applications: 28th April 2025

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