# India HIV/AIDS Alliance (Alliance India)
*invites talented professionals to consider joining our team*

## Project Coordinator
(1 Position)
**Location: Delhi**

**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.

To learn more about our organisation, please visit our website: www.allianceindia.org

**About the Programme:**
Project SAHAS is an innovative project that focuses on some of the keyr areas affecting transgender persons in India – Healthcare including Gender Affirmation Care (GAC), Social Welfare and Entitlements, Gender Based Violence and Community System Strengthening, Access to education and livelihood.

**Summary of Responsibilities:**
The Project Coordinator will lead and manage the effective implementation of the programme at the site level focusing on, improving access to healthcare including gender-affirming services, facilitating linkages to social protection and welfare schemes and setting up a strong crisis response mechanism. The role includes supporting coordinating with key stakeholders to ensure effective programme delivery. The Project Coordinator will be responsible for updating and tracking programme data, ensuring timely and accurate reporting, conducting basic data analysis and regular data audits. In addition, the role involves handling Finance and Administration (F&A) related responsibilities at the site level, such as maintaining administrative records, supporting basic financial documentation, and ensuring timely submission of reports, receipts etc . The Project Coordinator will work closely with the national team at Alliance India to ensure that programme targets are achieved within the set timelines while maintaining high quality in all deliverables.

**Specific Responsibilities:**
- Plan and ensure effective implementation of all programme components at the site level, including improving access to overall healthcare including gender-affirming services.
- Facilitate linkages to social protection and welfare schemes.
- Compile and maintain comprehensive programme documentation, including workshop reports, field updates, and daily, weekly, monthly, quarterly, and annual reports.
- Actively support and participate in baseline assessments, mid-term reviews, and impact evaluations to measure programme outcomes and inform strategic improvements.
- Work closely with government departments, law enforcement agencies, healthcare providers, and other relevant stakeholders to facilitate access to rights, entitlements, crisis response mechanisms etc.
- Contribute to knowledge generation and dissemination on transgender and hijra issues through documentation, case studies, best practices, and learning exchanges.
- Support the development and implementation of a programme communication plan, including digital engagement, awareness campaigns, and visibility initiatives.

- Coordinate closely with the national-level team of Alliance India to align state-level activities with broader programme strategies and emerging priorities.
- Mobilize financial and non-financial resources, networks, and partnerships to strengthen and expand programme-related interventions.
- Provide overall team leadership, supervision and mentoring to ensure effective coordination and performance – work with fairness and sensitivity towards team members
- Represent the organisation in relevant external committees, partnerships, and consortia, as requested by the reporting manager.
- Adhere strictly to the organisational work plan and individual performance plan, ensuring quality, accountability, and timely delivery of outputs aligned with organisational strategic directions.
- Lead the team with a sense of fairness and instill a sense of service to the community in the team by providing guidance and mentorship.
- Maintain high standards of ethics and integrity at all times.
- Undertake additional responsibilities appropriate to the role within the charitable and development sector, as mutually agreed upon with the line manager.

### Monitoring & Evaluation (M&E): Key Responsibilities
- Track and maintain programme data at the site level.
- Ensure timely and accurate data entry, documentation, and reporting.
- Conduct basic data review and analysis to monitor programme progress.
- Support field staff in maintaining data quality and proper reporting formats.
- Coordinate with the National team at Alliance India for guidance and reporting requirements.

### Finance & Administration (F&A): Key Responsibilities
- Maintain basic financial records and supporting documents at the site level.
- Assist in preparing and submitting financial and administrative reports timely.
- Ensure proper record keeping of bills, vouchers, and project documents.
- Support day-to-day administrative work related to project implementation.
- Coordinate with the National team at Alliance India for guidance and reporting requirements.

### Education
- Relevant Degree or diploma
- Candidates from the transgender community will be preferred and based on experience the education criteria may be relaxed.

### Experience
- Prior relevant experience in leading community-based programmes, preferably working with transgender communities or other key populations.
- Demonstrated experience in programme implementation, coordination, and stakeholder engagement, including working with TG persons groups and key populations, government departments, healthcare providers, and other partners.
- Good understanding of holistic health and development issues, including HIV/STI, TB, Non-Communicable Diseases (NCDs), Gender Affirming Care (GAC), social protection schemes, and welfare programmes affecting the transgender community.
- Experience in programme documentation and reporting, including preparation of field updates, workshop reports, and periodic programme reports.
- Ability to handle multiple responsibilities, including programme coordination, finance and administration tasks, and monitoring & data evaluation, ensuring smooth day-to-day project operations.
- Computer proficiency, including the use of MS Office, email communication, and preparation of reports.

### Essential Attributes
- Well-accepted in the community and able to build trust easily.
- Maintain professional behaviour, positive attitude, and respectful conduct at all times.
- Good communication, facilitation, and convincing skills.
- Follow organizational SOPs, policies, confidentiality rules, and ethical standards.

- Work well in a team, be punctual, responsible, and represent the organization properly in all field activities.

*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.*

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.

The monthly fee will be commensurate with experience and qualification and in accordance with our fee for District-level positions. Mention your current salary details in the cover note.

**India HIV/AIDS Alliance**
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Email: recruit@allianceindia.org                    Website: www.allianceindia.org

Closing date for receipt of complete applications: 18th March 2026. 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.