

## **India HIV/AIDS Alliance (Alliance India)**

invites talented professionals to consider joining our team in Delhi

### **Consultant: Training Logistics & Procurement**

(No. of Positions: 01 | Location: Delhi – Immediate joiners preferred)

#### **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. 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](http://www.allianceindia.org)

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

The Consultant will provide operational, logistical and coordination support for training, capacity-building activities, meetings and programme events under the systems strengthening initiative. The person will also be responsible for managing the procurement of goods and services. The role will support end-to-end planning and execution of logistics management of trainings, workshops, review meetings and supportive supervision activities in coordination with programme teams, consultants, government stakeholders (NACO, SACS/DACS), partner organisations and service delivery sites (ART Centres and CSCs).

The position will ensure high-quality logistics management, vendor coordination, procurement compliance, participant management and event documentation while maintaining adherence to organisational and donor requirements.

#### **Specific Responsibilities:**

- Support logistics planning, coordination of training programmes, workshops, review meetings and learning sessions.
- Coordinate closely with technical consultants and programme teams to schedule, organise and deliver training activities as per the plan.
- Manage end-to-end training logistics including venue identification, booking, travel arrangements, accommodation, catering and on-site support following procurement policies.
- Coordinate with participants regarding invitations, confirmations, travel plans and logistics.
- Ensure all logistical arrangements at venues including training materials, equipment, and session readiness.
- Support development, printing and dissemination of training materials.
- Maintain participant databases, attendance records, travel reimbursements and training reports.
- Facilitate travel logistics for individuals and groups in accordance with organisational policies.
- Ensure smooth on-site event management and coordination.

- Lead procurement processes for training and logistics-related services.
- Liaise with vendors for cost-effective and quality services.
- Prepare procurement documentation including quotations and payment processing.
- Track budgets related to training logistics and achieve its optimum utilization ensuring value for money.
- Maintain documentation including invoices and procurement records.
- Maintain trackers for schedules and vendor contracts and ensure their timely payments in coordination with the finance and accounting team.
- Ensure adherence to timelines and organisational procurement guidelines.
- Undertake field visits as required.
- Undertake any other administrative and procurement related responsibilities as assigned by the line manager.

#### **Qualifications/Education:**

- Bachelor's degree.
- Professional degree / certification in management, logistics, administration.
- Postgraduate degree/diploma will be an added advantage.

#### **Experience**

- Minimum 5–7 years of relevant experience in training coordination, event management, logistics management or programme support roles.
- Proven Experience in procurement processes and vendor management.
- Experience in organising trainings, workshops and multi-stakeholder events.
- Strong experience in travel and logistics management.

#### **Skills & Attributes:**

- Strong organisational and multitasking skills.
- Extremely good convincing and negotiation skills
- Excellent communication skills in English and Hindi.
- Proficiency in MS Office.
- Practical exposure to various local markets in Delhi.
- Ability to work under pressure and adhere to timelines.
- High attention to detail and problem-solving skills.
- Willingness to travel extensively.
- Strong commitment to teamwork and professionalism.

*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 from women, 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.*

This is a short term consultancy assignment till March 2027, immediate joiners will be preferred. The fee will be commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their resume along with a cover note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date.

Please indicate the title of the position applied for in the subject line of your e-mail. Also mention your current salary details in the cover note.

The last date to apply for the position is 10<sup>th</sup> June 2026



**India HIV/AIDS Alliance**

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: [recruit@allianceindia.org](mailto:recruit@allianceindia.org)

Website: [www.allianceindia.org](http://www.allianceindia.org)

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures.