

India HIV/AIDS Alliance (Alliance India)

State Programme Manager

(full-time)

Location: Imphal, Manipur

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:

The State Programme Manager will manage responsibilities under the prison intervention & other programmes in the respective State(s) assigned to him. The person will lead the planning and execution of programme implementation and capacity building, advocacy activities, and promoting documentation of good practices in the programme at the State level. The position is expected to develop and maintain healthy relationships with state-level external stakeholders in government and other key non-governmental bodies to implement the programme effectively. The person will be based either at the SACS office / State office of Alliance India in the respective State.

Specific Responsibilities:

- Primarily responsible for effectively managing the programme at the State level for the Prison and Other Closed Settings (P&OCS).
- As and when required/requested, support the State/District level activities under the Mobilisation AIDS Suraksha (MAS), Community Systems Strengthening (CSS) & CST components of the programme.
- Ensure timely recruitment of the State-level team members and their orientation and work planning. Support the Project Coordinators in preparing annual, quarterly and monthly plans and ensure their effective implementation as per the timelines.
- Ensure the Field level staff are able to implement the project as per the program’s logical framework, and SoP and are able to achieve the region-specific outputs and outcomes of P&OCS.
- Guide the Field Level Staff on implementation strategies, and regularly conduct data-driven review meetings to track programme progress
- Facilitate signing the MoUs between SACS and the prison department / WCD / SJE.
- Coordinate with SACS, STO, and NVHCP, to ensure HIV, STI, and TB testing and treatment services for prisons and OCS inmates and ensure uninterrupted supply of testing kits and other consumables. Coordinate with relevant authorities towards establishing F-ICTC, LAC, and S-OST (as per requirement) inside prisons.
- Coordinate with the SJE / WCD departments and prisons to establish Drug de-addiction Centres inside prisons with large numbers of drug-dependent inmates.
- Work in close coordination with the Alliance India team and ensure adherence to programme, organisational, and donor compliances.
- Coordinate and advocate with various stakeholders at the state and district levels (SACS, NHM, other government departments, partner CBO/NGOs, networks). Manage stakeholders through continuous interaction with the leadership of SACS, NHM, Prison department, and other government departments.
- Provide mentoring and hand-holding support to the Field Level Staff in the respective State
- Visit various Prisons & OCS, CSC to review the quality of services provided to the beneficiaries.

- Development of need-based tools and IEC materials.
- Set up State Oversight Committee (SOC), District Oversight Committee (DOC) and District Community Resource Groups (D-CRG) and ensure their regular meetings at the state and district levels.
- Support in the formation of State Level Networks for various Key Populations (MSM, TG, and FSW) in coordination with SACS.
- Ensure the training of Community Champions (CC), and support Community Champions in conducting Community-Led Monitoring (CLM).
- Prepare routine programmatic reports and ensure timely submission of the same to the national team and other key stakeholders.
- Represent the programme at the state level and, where needed, at national level forums.
- In collaboration with the line manager, contribute 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.
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.

Education

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

Experience

- At least 4 to 6 years of progressively responsible management experience in the health, development, or other relevant sectors.
- Experience in the implementation of advocacy projects, ideally in HIV prevention, care & treatment for key populations at the state level.
- Extensive experience working on programmes related to prison intervention and related settings at the State level.
- Proven experience working in programmes on advocacy and awareness generation.
- Experience in direct programme implementation and interface with vulnerable and marginalised populations.
- Experience in partner management, including but not limited to contract management, delivery or targets, variance reporting, and budget monitoring.
- Experience in providing technical support and capacity building for organisations.
- In-depth knowledge of the HIV/AIDS donor environment, funding streams of institutions, and networks that are making a significant global response to HIV.
- Proven experience in developing and writing technical proposals for bilateral/multilateral donors, private foundations, and trusts.

Essential Attributes:

- Demonstrated knowledge and understanding of project management.
- Sound understanding of NGO/CBO support principles in the context of key populations' public health and human rights dimensions.
- Commitment to FSW / LGBT / IDU 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.
- People skills, able to navigate team dynamics, and promote resolution of conflict at the workplace.
- Strong commitment to teamwork, collaboration, consensus building and negotiation.
- Highly passionate about his/her work with strong community engagement skills.
- Highly motivated self-starter with vision and ability to identify opportunities and drive change.
- Emotionally mature, patient, persevering, diplomatic, tactful, and discreet.
- Sensitive to Gender issues
- Excellent writing and verbal communication skills.
- Ability and willingness to undertake travel within India for an average of 50% of the time.
- Apart from English, fluency in the local language of the State(s) where the programme is being implemented is a must.

Desirable qualities/experience/skills:

- Good understanding of development issues and the HIV epidemic(s) in India.

- Technical knowledge and expertise in Prevention, Care and Support
- A good understanding of legal and ethical issues around HIV/AIDS/ KPs.
- Involved in developing advocacy strategy at the district/state/regional/national level.

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 along with the State where you are applying for.

The compensation package will be commensurate with experience and qualification and in accordance with our pay structure for State level positions. Mention your current salary details in the cover note.

India HIV/AIDS Alliance

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

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 27th September 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.