

POSITION DESCRIPTION

Senior Officer

Position Objective

To lead strategic change and manage and ensure effective governance, planning, technical analysis, performance and risk management of AFAO's efforts and partnerships to prevent HIV and reduce its impacts in Asia and the Pacific.

Location and Reporting Structure

This position is based in Bangkok, Thailand. It reports directly to the Manager, International Programs. Country Leads and a Monitoring, Evaluation and Learning Officer, also based in Bangkok, report directly to the Manager, International Programs, and not to this position. This position manages external contractors from time to time.

This position works closely with the Manager, International Programs, Country Leads, Finance and Grants staff to ensure the seamless integration of program and financial performance monitoring and management.

Organisational Context

In Australia, AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Internationally, AFAO contributes to the development of effective HIV policy and programs in Asia and the Pacific, fosters the development of regional and country-level community responses to HIV, and represents Australia's community response to HIV in global forums.

From January 2019, AFAO will lead a 3-year grant for the *Sustainability of HIV Services for Key Populations in Asia (SKPA)* Program, funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

Program Context

The SKPA Program aims to promote sustainable services for key populations at scale to stop HIV transmissions and AIDS related deaths by 2030. The program will be implemented in Bhutan, Lao PDR, Malaysia, Mongolia, Papua New Guinea, the Philippines, Sri Lanka and Timor-Leste.

Economic growth and the consequent shift to middle income status requires that grant countries within this program increase domestic investment and be more self-sufficient in the delivery of national HIV/AIDS programs. Even where staged, the challenges of transition from donor to domestic funding are acute. With diminishing donor funding, countries must be highly efficient in targeting their investments in accordance with epidemiology and mechanisms for funding community-led responses by those most affected by HIV – key populations – must be established or strengthened.

The SKPA Program recognises the considerable existing efforts of grant countries toward national and global HIV/AIDS goals, funded through domestic, private and donor sources. It also recognises that, as in all countries, each of the grant countries of this program experiences barriers that prevent the provision of services and programs for key populations at necessary scale. The SKPA Program seeks to identify barriers to scale-up and implement targeted actions to address those barriers.

The objectives of the SKPA Program are to:

- **Increase Financial Sustainability:** Secure the long-term sustainability of increased service delivery at national levels through securing domestic investment and spending, exploring innovative approaches and identifying alternative sources of funding for key programs
- **Strengthen Strategic Information:** Secure up-to-date strategic information, particularly on key epidemiological and response information including population size estimates and program coverage, community needs assessment of key populations to inform program design
- **Mitigate Service Delivery Gaps:** Scale-up outreach to key populations and improve their access to prevention, testing and treatment and retention in the service cascade
- **Strengthen Community Systems:** Strengthen community responses and systems to support increased scale-up of services for key populations including sustainability of community-led services through community-based research, effective use of data and other strategic information and through community mobilisation
- **Contribute to Enabling Environment:** Address barriers to access including addressing stigma and discrimination and other human rights- and gender-related barriers to services, where relevant.

Principal Duties

- Identify opportunities in the regional development architecture and engage with bilateral and multilateral donors, the Private Sector, UNAIDS, Cosponsors and the UN system at large both regionally and at country level to leverage resources and technical support – especially through the role of the Regional Advisory Group lead by UNAIDS.
- Engage with senior government, UN and bilateral and multilateral donors, technical support partners and civil society stakeholders to foster country-level political commitment, implement action and monitor progress toward the program goal of scale-up of HIV programs for key populations.
- Identify bottlenecks in implementation, ensure adherence to governance arrangements at country level and effectively monitor program implementation against program objectives and key performance indicators.
- Liaise closely with the Local Fund Agent to monitor Sub-Recipient implementation, on-going implementation capacities, and compliance with contractual obligations, including representations and warranties, standard terms and conditions, and covenants outlined in the Principal Recipient Contract.
- Ensure the engagement of key populations in all grant activities.
- Ensure the design of all program and advocacy activities is informed by international normative guidance and based on relevant strategic information.
- Ensure strategic change processes are informed by outstanding technical and strategic analysis and ensure that all technical consultancies engaged by the Principal Recipient will produce high quality outputs and, if necessary, assist in the management of performance issues.
- Conduct initial orientation meetings and ensure effective, regular progress meetings with Sub-Recipients and key partners.

- Identify risks to financial and grant management and the achievement of the program goal as they arise and lead the implementation of more complex risk mitigation measures on the advice of the Manager International Programs.
- Ensure results-based planning, monitoring and evaluation processes within all components of program.
- Develop and monitor the work plan of the Principal Recipient (AFAO) and Sub-Recipients to ensure timely and efficient implementation of the program.
- Ensure program performance, performance against workplan tracking measures and on-track expenditure, including timely reporting and re-programming for effective grant implementation.
- Regularly liaise with the Global Fund Country Team, Local Fund Agent and key contacts.
- Remain abreast of developments in HIV internationally to ensure AFAO remains at the cutting edge of current knowledge and practice.
- Support the Manager, International Programs, in the preparation and otherwise ensure the quality of discussion and briefing papers prepared for AFAO's Board and other representation and contribute to Board meetings and other processes, as appropriate.
- Help promote AFAO's knowledge, skills, experience and successes.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate and promote AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.

Challenges and Problem Solving

Challenges faced by the position that the position-holder will be expected to be able to manage include:

- Supporting Country Leads to ensure the achievement of the program goal through continuous planning and program adjustment and outstanding strategic and technical analysis.
- Consolidating analysis from Country Leads and effectively responding to potentially sensitive issues and knowing when to escalate matters to the Manager, International Programs.
- Supporting Country Leads to ensure effective country-level program governance and overall program coordination.
- Recognising important issues that will affect program outcomes, engaging others around those issues and planning proportionate and effective responses to those issues.
- Continuously identifying risks and implementing effective mitigation strategies for more complex risk.
- Supporting the Manager, International Programs and Country Leads to ensure effective monitoring and evaluation of the program.
- Making excellent judgements about priorities and managing those priorities so that deadlines are met.

Decision Making

The role of Senior Officer is critical to AFAO's success. The Senior Officer exercises considerable day to day discretionary and decision-making responsibility within the framework set by an annual work plan, which is approved by the Manager, International Programs.

The Senior Officer is required to exercise considerable judgement in liaising with Country Leads and other AFAO staff as well as liaising with stakeholders and, in collaboration with the Manager International Programs, responding to issues that may impact AFAO's reputation. The Senior Officer

discusses major issues and issues of potential sensitivity with the Manager, International Programs for direction and support.

In exercising their responsibilities and making decisions the Senior Officer are bound by AFAO's Code of Conduct and policies and procedures.

Performance Review

The Senior Officer will participate in an annual work planning and performance appraisal process for this role with the Manager, International Programs.

Key Performance Indicators for the role will include:

- Effective planning and program adjustment informed by outstanding strategic and technical analysis.
- Effective program governance and coordination in collaboration with Country Leads.
- Identification of risks to the achievement of the program goal and effective implementation of more complex risk mitigation measures in collaboration with Country Leads.
- Effective monitoring and evaluation of the program.
- Completion of duties in an efficient and effective manner.
- Important deadlines are met.

Skills and Experience

- Outstanding ability to critically analyse complex information and apply this in planning and solution-finding.
- Demonstrated understanding of issues related to HIV financing and sustainability and program implementation experience.
- Previous experience with Global Fund (or similar) programs and understanding of compliance, reporting and grant regulation requirements.
- Demonstrated leadership capability with a proven track record of leading strategic change, inspiring others and exercising influence to achieve program and organisational goals.
- Strong program planning skills.
- Demonstrated understanding of and commitment to the ethos of community-led action on health and issues affecting key populations.
- Excellent written and oral communication and negotiation and interpersonal skills.
- Demonstrated experience in working collaboratively to resolve issues, including with stakeholders who may hold differing views and conflicting interests.
- Experience in managing risk, including the exercise of political judgement.
- A minimum of seven years professional experience at a senior level and tertiary qualifications or equivalent experience in international development, policy, management, public health, social sciences, communications or a similar field.