

POSITION DESCRIPTION

AFAO Project Manager: DFAT Accreditation

Position Objective

To lead the Australian Federation of AIDS Organisations (AFAO) in project managing and administering the organisation's application for accreditation in the Australian NGO Cooperation Program (ANCP).

Location and Reporting Structure

The position is a fixed term full time role. 0.8 will be considered. The preference is for the position to be based in Sydney, Australia. Applicants who are not domiciled in Sydney but can perform the position's duties remotely will be considered. The position reports to the Deputy Chief Executive Officer and will manage ANCP technical experts from time to time.

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.

AFAO is the Principal Recipient for the *Sustainability of HIV Services for Key Populations in Asia* (SKPA) program, funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria. The program commenced 1 January 2019.

As the global HIV epidemic enters its fourth decade, AFAO is increasingly called upon to respond to the changing contexts and demands in our region, and potentially beyond it. The move towards Universal Health Coverage and Sustainable Development Goals is shifting global HIV efforts toward a more system-based response. Issues such as co-infection with TB and system-wide health responses must increasingly be considered. These developments require that AFAO adaptively respond, contribute its leadership to the civil society movement for HIV, wider health and human rights issues for key populations and facilitate mutual learning between Australia and Asia and the Pacific.

AFAO's Board has established an International Advisory Committee to provide expert advice and recommendations in this new environment. The core function of the Committee is *to advise the Board on AFAO's strategic positioning, direction and approach for its international work program, including through funds mobilisation.*

AFAO's vision for its international program is expansive, and the Committee has been tasked with providing advice and guidance that fully realises this vision. In doing so, the Committee is guided by AFAO's *Strategic Plan 2018-2020* and the AFAO-led *Consensus Statement on Australia's International Leadership Role on HIV.*

The Committee also acts as an additional source of input to AFAO's Board on the delivery of AFAO's international programs, specifically, AFAO's *Sustainability of HIV Services for Key Populations in Asia* (SKPA) Program.

Principal Duties

The Project Manager: DFAT Accreditation is an integral member of AFAO, dedicated to leading AFAO's application for full accreditation in the ANCP. Reporting to the Deputy CEO, the Project Officer: DFAT Accreditation's duties include:

- Lead the development of AFAO's strategy to achieve full accreditation in the ANCP.
- Lead the development of systems to document the organisation's practices in formal policies to demonstrate AFAO's preparedness for full accreditation.
- Cultivate networks of stakeholders, including from AFAO's members and regional stakeholders to support the organisation's pursuit of full accreditation in the ANCP.
- Support the preparation of reports, analysis, briefings and discussion papers and short communications for AFAO's Board.
- Analyse, engage and cultivate potential partners and resources to achieve full accreditation in the ANCP.
- Lead the preparation of internal policies and documents, strategies and engagement with technical experts to best position AFAO for accreditation of ANCP.
- Understand, implement, participate in, and promote AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.
- Perform other appropriate duties and responsibilities as assigned by the Deputy Chief Executive Officer.

Challenges and Problem Solving

The position-holder will be expected to manage the following challenges:

- Leading high-quality and detailed analysis and the development of policies to properly codify best practice at AFAO to demonstrate the organisation's preparedness for full accreditation in the ANCP.
- Making excellent judgements about priorities and managing those priorities so deadlines are met.
- Effectively responding to sensitive issues and knowing when to engage management's support or escalate matters to management.

Decision Making

The role of Project Manager: DFAT Accreditation is critical to AFAO's success.

The Project Manager: DFAT Accreditation exercises considerable day-to-day discretionary and decision-making responsibility within the framework set by a work plan, which is developed in consultation with, and approved by, the Deputy Chief Executive Office.

The Project Manager: DFAT Accreditation discusses major issues and issues of potential sensitivity involving reputational risk with the Deputy Chief Executive Officer for direction and support.

In exercising their responsibilities and making decisions, the Project Manager: DFAT Accreditation is bound by AFAO's Code of Conduct and policies and procedures.

Performance Review

Key Performance Indicators for the role will include:

- The provision of highly effective leadership to enable AFAO to achieve full accreditation in the ANCP.
- High quality administrative support to manage the application process.
- High-quality systems and project management.
- The rapid development of effective and ongoing relationships with AFAO staff and stakeholders in Australia, and in our international program.
- Making excellent judgments about priorities and managing those priorities.
- Completion of duties in an efficient and effective manner.

Skills and Experience

- Experience leading the application for full accreditation in the ANCP.
- Excellent written and oral communication in English and interpersonal skills.
- Experience of engaging with the international development sector.
- A proven track record of autonomously planning and using systems and project management to map, implement and complete complex projects, including the capacity to manage concurrent projects and meet deadlines.
- Development programming.
- High quality understanding of governance and financial risk in non-government organisation settings with proved ability to define and codify an organisation's governance and financial risk frameworks to achieve full accreditation in the ANCP.
- Ability to thrive in a team environment.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may have differing views and conflicting interests.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.
- Tertiary qualifications in a relevant field.

Desirable skills and experience

- Experience in the evaluation of programs, projects or services.
- Experience working or volunteering in community organisations in Australia or elsewhere.