

POSITION DESCRIPTION¹

Position Details

Position Title	Deputy Director
Project/Program Area	Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2)
Employment Type	Full-time contract position: 1 July 2022 to 30 June 2025
Location	Bangkok, Thailand ideally, but flexible subject to time zone suitability for a team largely based in Thailand.
Responsible To	Director
Responsible For	Five staff, four at senior level and one junior officer
Collaborates With	Director and Senior Manager, Finance and Audit
Further Information	Adjunct Professor Darryl O'Donnell, Chief Executive Officer, AFAO darryl.o'donnell@afao.org.au

About AFAO

AFAO leads Australia's effort to end HIV transmission. We do so on behalf of our member organisations who represent lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who use drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Our close connections with our communities provide us with rapid intelligence on changes in Australia's HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research and clinical partners.

We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. AFAO works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia's response to HIV and to highlight the opportunities we have to better meet our goals of ending HIV transmission and minimising the impacts of HIV.

AFAO supports its members by leading the national conversation on HIV, advocating for AFAO's members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities' interests.

Internationally, we foster the development of regional and country-level responses to HIV, contribute to the development of effective HIV policy and programs, and represent Australia's community response to HIV in global forums. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic.

AFAO has offices in Sydney, Australia and Bangkok, Thailand.

Position Overview

The Deputy Director will provide leadership and support to the Director in successfully delivering AFAO's SKPA-2 program.

¹ Prepared 12 April 2022

SKPA-2 is a three-year, USD\$12.5m program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria for the period 1 July 2022 to 30 June 2025. The program follows from and significantly extends the successful SKPA-1 program, which will be completed by June 30, 2022. AFAO is the Principal Recipient.

SKPA-2 aims to improve the sustainability of evidence-informed, prioritised HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability
2. Improve strategic information availability and use
3. Promote programmatic sustainability
4. Remove human rights and gender-related barriers to services.

AFAO is the principal recipient for the SKPA-2 grant. Under the Director's supervision, the Deputy Director will lead a consortium of partners to implement SKPA-2. The consortium includes both country and regional sub-recipients. The WHO and UNAIDS contribute as technical partners.

Comprehensive planning for SKPA-2 has already been undertaken and a detailed performance implementation plan has been developed. It is expected that following a brief orientation and familiarisation, the Deputy Director will immediately begin program implementation.

Key Responsibilities

Strategic leadership

- Lead the high-quality, on-time implementation of the program under the Director's supervision
- Represent and provide leadership in AFAO's engagement with partners
- Represent and provide leadership in AFAO's SKPA-2 relationship with the Global Fund
- Contribute to AFAO's leadership team and ensure SKPA-2 is integrated within AFAO's work program
- Embed AFAO's vision and values within the SKPA-2 program
- Act for the Director as required across all aspects of their role.

Technical, financial and performance oversight

- Lead a baseline assessment of the financial landscape, political economy, strategic information needs, operational policy and regulatory barriers, and human rights and gender situation in each country and assess the readiness of each country to sustainably finance services for key populations
- Establish standards and provide quality assurance in delivering the Program Implementation Plan
- Establish processes and manage staff to ensure sub-recipients meet Performance Framework targets
- Manage WHO and sub-recipient relationships and contracts
- Ensure technical assistance available to the program is high-quality and effectively delivered
- Provide leadership in annual program planning and budgeting processes
- Work closely with and report to the Global Fund.

Global Fund grant management and financial control

- Provide technical and quality oversight in the development, submission and monitoring of the annual program budget
- Ensure compliance with AFAO policies and procedures
- Ensure compliance with the terms of AFAO's grant agreement with the Global Fund.

Reporting and documentation

- Provide technical and quality oversight to non-financial aspects of PUDR (Progress update and Disbursement Request) reporting processes
- Ensure the documentation and publication of program impact, knowledge sharing, and lessons learned in both scientific and non-peer reviewed publications.

Representation, stakeholder liaison and networking

- Represent AFAO as the focal point for liaison with regional key population networks and advocates
- Represent AFAO as the focal point for country sub-recipients
- Represent AFAO as the focal point on human rights, gender and community strengthening activities
- Establish the SKPA-2 Community of Practice and ensure partner and stakeholder engagement and participation.

Human resources management and development

- Supervise the Senior Monitoring, Evaluation, Reporting and Learning (MERL) Specialist, Senior Financial Sustainability Specialist and Senior Program Officers
- Establish and nurture a strong team culture and a supportive workplace environment for optimal staff performance and retention.

Selection Criteria

Essential

Qualifications and experience

- Master's degree in a health-related field (public health, HIV, infectious diseases, global health), international development, social sciences, law (in particular human rights law), finance, management or related field of study and/or equivalent work experience
- Ten years of experience in senior management ideally within a global context. Experience working in Asia is highly desirable.

Strategic vision

- Strong strategic focus and an ability to quickly develop an understanding of the program and its operating environment and promote its vision.

Leadership

- A proven track record managing programs with diverse teams, stakeholders and partners
- Strong negotiation skills
- Proven skills to manage individuals and build and maintain a cohesive, high-performing team.

Project management

- Demonstrated project management skills including environmental (country/region) scanning, goal-setting, planning, implementation, monitoring and evaluation, identification of risk and risk management, budgeting, and financial and human resources management
- A methodical approach to manage concurrent priorities, report on progress and meet deadlines
- Excellent judgement in identifying and alerting the Director and team to emerging practice areas
- Experience of continuous quality improvement in previous work and an ability to implement quality standards.

Program evaluation

- Excellent skills in analysing information and program evaluation.

Consultation and partnerships

- An ability to effectively consult and build genuine connections with partners and stakeholders
- An ability to obtain value from consultancies and the capacity to assist sub-recipients to effectively manage consultants
- Capability and confidence consulting and engaging with government representatives
- An ability to work effectively with other senior managers at AFAO and to support the Director in reporting to CEO and Board.

Communication

- Outstanding written and oral communication and interpersonal skills, particularly in multi-lingual settings.
- An ability to assess team members' communication skills and develop those where necessary
- Experience in knowledge dissemination and sharing progress, challenges and successes.
- Strong ability to facilitate working meetings on online communications platforms
- Experience working remotely and coordinating activities across multiple time zones
- Comfortable with using a very wide range of digital platforms and experience with a range of online community platforms
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Desirable

- An understanding of and commitment to community-led action for health and other issues affecting key populations and people living with HIV
- An understanding of human rights issues for key populations and people living with HIV in Asia
- An understanding of Global Fund strategy and funding processes.

Core Qualities/Attributes

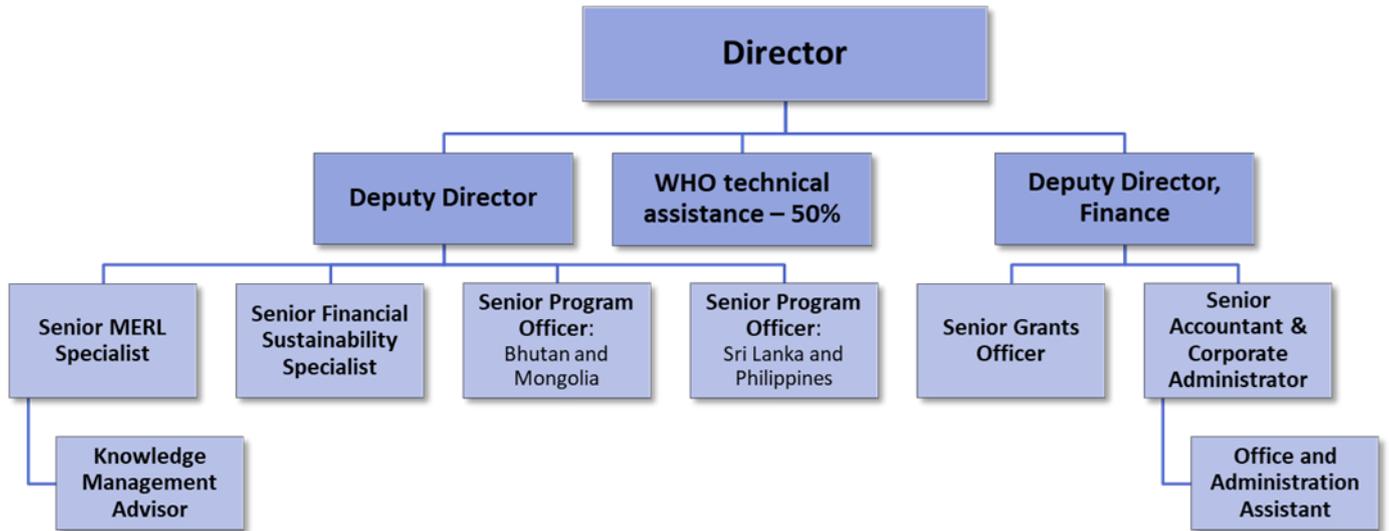
The successful applicant will:

- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program
- Demonstrate flexibility in leadership and management styles
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.
- Be a mentor and coach and resolve conflict when needed
- Be visible and approachable for staff reporting to this position

Other requirements

- All AFAO personnel must adhere to AFAO's Code of Conduct and corporate policies. These can be made available upon request.
- AFAO is committed to safeguarding and promoting the welfare of children young people and vulnerable adults, and any offer of employment is contingent on completion of a National Police Check and signing AFAO's Safeguarding Code of Conduct.
- AFAO is an equal opportunity employer. We value inclusion, diversity, and gender equality. As part of our commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

SKPA-2 organisational chart



AFAO organisational chart

