

POSITION DESCRIPTION¹

Position Details

Position Title	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	Flexible subject to time zone suitability for a team largely based in Thailand
Responsible To	Senior Director: International Programs
Responsible For	10 staff, two at Deputy Director level and eight other staff
Collaborates With	Representatives from the Global Fund, Joint United Nations Programme on HIV and AIDS (UNAIDS), World Health Organization (WHO), National Ministries of Health, key population-led regional networks and national civil society advocates and organisations
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 Director, SKPA-2 program is responsible for the successful delivery of 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. The 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 Director will immediately begin program implementation.

Key Responsibilities

Strategic leadership

- Lead a shift of emphasis for the SKPA-2 program and an expansion of the program in the selected countries so all partners have a shared understanding of its vision and objectives
- Oversee the maturing of current programs and drive new program elements that will increase HIV investment by program countries
- Promote the advantages of financially sustainable programs, use of evidence, social contracting mechanisms, integration of community information and services, and removal of human rights and gender-related barriers to HIV programs
- Represent and lead 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.

Technical, financial and performance management

- Oversee 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
- Provide technical leadership ensuring that a high-quality program is delivered, and Performance Framework targets are met
- Ensure program partners, including all sub-recipients, are committed to program goal and targets
- Assess and mobilise the technical assistance needed to meet program objectives
- Regularly review program delivery and expenditure and solve problems early
- Work closely with and report to the Global Fund
- Lead the SKPA-2 management team.
- Oversee programmatic and financial risk assessment and mitigation framework as needed to meet program delivery and financial expenditure targets

Global Fund grant management and financial control

- Oversee the control of expenditures within the budget
- Oversee the development, submission and monitoring of the annual program budget

- Work with the Global Fund’s Local Fund Agent and grant auditor to provide information and respond to requests
- Ensure compliance with AFAO policies and procedures
- Ensure compliance with the terms of AFAO’s grant agreement with the Global Fund.

Reporting and documentation

- Oversee and submit an annual Performance Implementation Plan and budget to the Global Fund and ensure timely reporting under the PU DR (Progress Update and Disbursement Request) reporting process
- Ensure external communications and reports, including to the Global Fund, are of high-quality and adhere to AFAO and SKPA-2 communication and branding policies and procedures
- Oversee 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 principal recipient with sub-recipients, UNAIDS, WHO, key population civil society organisations and leaders, host country governments and other partners
- Provide support to the SKPA-2 Regional Advisory Group and to UNAIDS in their capacity as chair of this Group, incorporating feedback into the program as appropriate
- Oversee the SKPA-2 Community of Practice (CoP) and ensure partner and stakeholder engagement and participation.

Human resources management and development

- Supervise the Deputy Director and Senior Manager, Finance and Audit
- 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
- Twelve years of experience in senior management ideally within the global context. Experience working in Asia is highly desirable.

Strategic vision

- High-level 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 leading large and complex projects with diverse teams, stakeholders and partners
- High-level negotiation skills
- Excellent skills and techniques to manage individuals and build and maintain a cohesive, high-performing team
- A proven track record delivering programs collaboratively, on time, and within budget. It is preferable if this experience is in developing settings and with international donor financing.
- Demonstrated high-level project management skills including environmental (country/regional) scanning, goal setting, planning, implementation, monitoring and evaluation, identification of risk and risk management, budgeting, and financial and human resources management
- Excellent attention to detail and organisational skills with a methodical approach to manage concurrent priorities and meet deadlines

- An ability to make decisions based on considered judgement, analysis and initiative
- A proven track record of continuous quality improvement in previous work and an ability to set quality standards.

Program evaluation

- Skills in analysing information and program evaluation, including in setting aims, measurable objectives, key performance indicators, measurement tools, monitoring and evaluation plans
- An ability to ensure partners understand and appreciate the value of program evaluation.

Consultation and partnerships

- An ability to effectively consult and build genuine connections with partners and stakeholders
- Experience managing consultancies and the capacity to assist sub-recipients to effectively manage consultants
- Exercise health diplomacy skills, capability and confidence when consulting and engaging with stakeholders and government representatives in the selected countries
- An ability to work effectively with other senior managers at AFAO
- An ability to resolve conflicts.

Communication

- Outstanding written and oral communication and interpersonal skills, particularly in multi-lingual settings.
- 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

Desirable

- An understanding of human rights issues for key populations and people living with HIV in Asia
- 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 Global Fund strategy and funding processes.

Core Qualities/Attributes

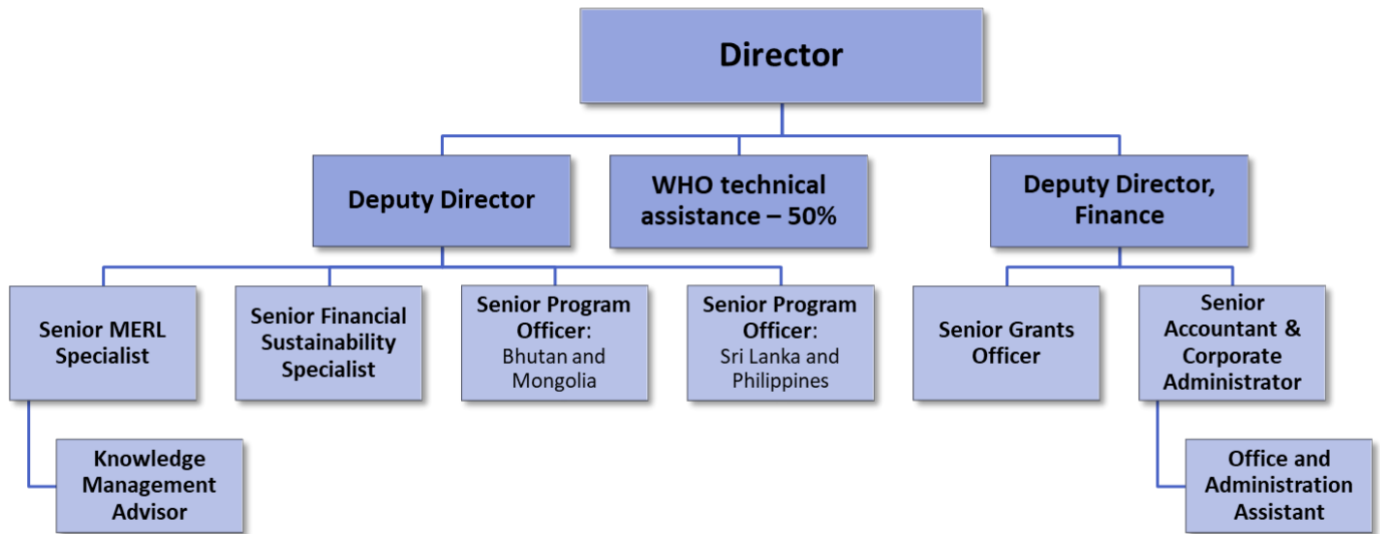
The successful applicant will:

- 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.

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

