

## POSITION DESCRIPTION

### Position Details

<b>Position Title</b>	Knowledge Management Advisor
<b>Project/Program Area</b>	Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2)
<b>Employment Type</b>	Full-time contract position: 1 July 2022 to 30 June 2025
<b>Location</b>	Bangkok, Thailand (preferred) or within the Asia-Pacific region
<b>Responsible To</b>	Senior Monitoring, Evaluation, Research and Learning (MERL) Specialist
<b>Responsible For</b>	N/A
<b>Collaborates With</b>	Representatives from the Global Fund, SKPA-2 sub-recipients and SKPA-2 staff
<b>Further Information</b>	Felicity Young, Senior Director, International Strategy

### 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 Knowledge Management Advisor is responsible for promoting collaboration, learning and knowledge sharing within the SKPA-2 team and to partner organisations through the SKPA-2 website, communication platform and other approaches.

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.

SKPA-2 is led by a Director who works for a consortium of partners to implement the program. 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 position holder will immediately participate in program implementation.

## Key Responsibilities

### *Leadership*

- Promote active collaboration and knowledge sharing and exchange within and among the SKPA-2 team at all levels
- Provide technical assistance to sub-recipients and other partners to support their country-level knowledge management efforts.

### *Technical and performance management*

- Work with all stakeholders to develop a SKPA-2 knowledge management strategy that will facilitate regional and cross-country learning, collaboration, advocacy and communication. Provide relevant coaching, training and support to champion a knowledge management culture within SKPA-2. The strategy should be completed within the first quarter. Regularly, assess the impact, engagement, functionality and effectiveness of the knowledge management strategy and design improvements, as needed
- Develop a SKPA-2 style guide and support its use to ensure all knowledge and communication products are of the highest standard and adhere to Global Fund, AFAO and SKPA-2 communication and branding policies and procedures. The style guide should be completed within the first quarter and consistent with the AFAO style guide and informed by the Global Fund and UNAIDS style guides
- Manage and promote the SKPA-2 website and social media communication channels and ensure that these knowledge technologies are up to date and being used. Ensure that the SKPA-2 website and other communication platforms are providing access to new and emerging research, program updates, success stories and reports of regional and country progress. Monitor the use of these communication platforms to inform improvement
- Linked to the knowledge management strategy, support the SKPA-2 team including sub-recipients and other partners to document and communicate their activities and outcomes. This may include layout and editing of reports and other documents
- Work with UNAIDS to provide high quality secretariat support to the Regional Advisory Group and its sub-committees, including preparing the agenda, meeting papers and minutes
- Help to establish the SKPA-2 Community of Practice and provide it with high quality secretariat support, including preparing the agenda, meeting papers and minutes.

## Selection Criteria

### *Essential*

#### *Qualifications and experience*

- Bachelor's degree or higher in communications, marketing, public health, community or international development, social sciences, or another relevant field or equivalent work experience
- At least five experience years in a knowledge management and communications field, ideally in a global HIV, health or development context in Asia
- An understanding of the international health arena and direct exposure to health environments both at national and international levels
- Capacity to travel within the region up to approximately 40% of the time.

#### *Competencies*

- Excellent knowledge of English, strong oral and written communication and experience developing, drafting and editing a range of communication products and data visualisation tools and website management experience
- Strong ability to facilitate working meetings on online communications platforms and experience working remotely and coordinating activities across multiple time-zones
- Demonstrated interpersonal and teamwork skills in a fast-paced work environment
- Ability to prioritise tasks, take initiative, and independently manage competing demands

### *Desirable*

- In-depth knowledge of Global Fund grant management and monitoring and evaluation processes, tools and deliverables
- Understanding of human rights issues for key populations and people living with HIV in Asia
- Understanding of and commitment to community-led action for health and other issues affecting key populations and people living with HIV.

### *Core Qualities/Attributes*

The successful applicant will:

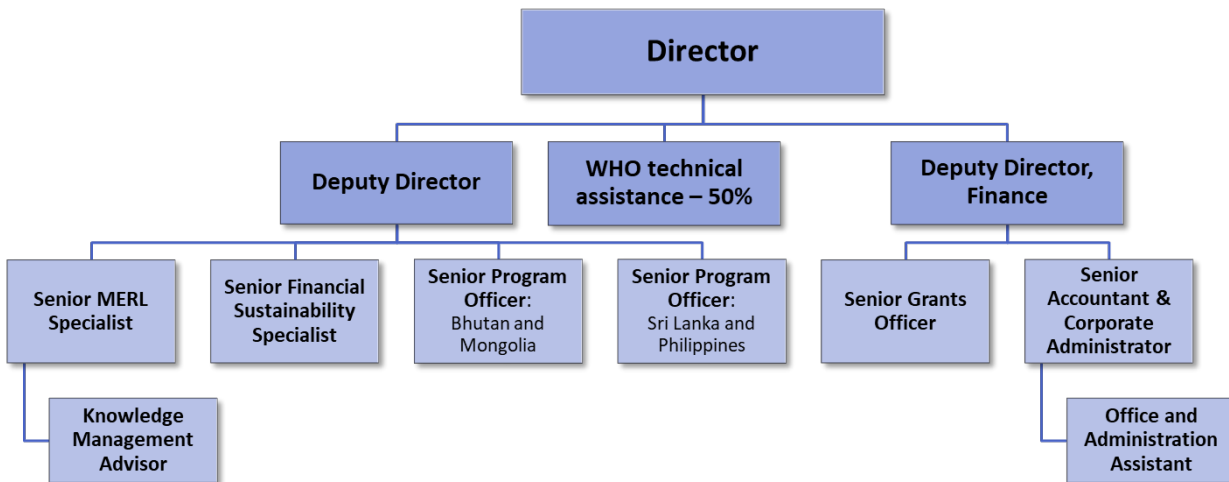
- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program
- Demonstrate flexibility in leadership and management styles
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

### *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.

<b>Position Description:</b> Knowledge Management Advisor			
<b>Version</b>	1	<b>Reviewed</b>	2 May 2022
		<b>Approved</b>	2 May 2022

## SKPA-2 Organisational Chart



## AFAO Organisational Chart

