

## POSITION DESCRIPTION

### Position Details

<b>Position Title</b>	Senior Program Officer
<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>	Deputy Director, SKPA-2
<b>Responsible For</b>	N/A
<b>Collaborates With</b>	SKPA-2 sub-recipients, country partners and stakeholders 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 Senior Program Officer is responsible for providing programmatic and logistical support to country sub-recipients with the aim of improving sustainability of evidence-informed prioritised HIV services for key populations.

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. The Senior Program Officer will be assigned responsibility for two program countries when appointed. 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*

- Ensure that the SKPA-2 vision and strategy is well understood by country sub-recipients and partners and that stakeholders are working together to achieve the goals of the program
- Provide the communication and programmatic link between the principal recipient (AFAO) and country sub-recipients by actively supporting the country sub-recipients to implement the SKPA-2 program.

### *Performance and grant management*

- Support country sub-recipients to implement the SKPA-2 design as outlined in the Program Implementation Plan, Performance Monitoring Plan and budget, and ensure compliance with all grant and budget requirements
- Participate in and support regular program planning, monitoring, trouble-shooting and reporting activities. This includes the annual work planning and budget process
- Facilitate regular and open communication and information sharing between AFAO and country sub-recipients
- Work closely with the country sub-recipients to assess their technical, program and logistical needs, identify areas requiring assistance and ensure this assistance is made available
- Ensure AFAO's technical staff, regional sub-recipients and consultants are providing support to country sub-recipients
- Work closely with country sub-recipients to facilitate country participation in the SKPA-2 baseline assessment, the implementation of recommendations and the year 3 assessment
- Follow-up on needs, innovations and program bottlenecks identified by country sub-recipients or other country partners and stakeholders
- Adopt continuous learning and improvement processes in all aspects of the position.

### *Global Fund grant management and financial control*

- Work closely with AFAO's finance and audit team to ensure high quality support is provided to country sub-recipients and maintain awareness of compliance requirements
- Ensure program modifications which significantly differ from planned program activities are approved, recorded and tracked
- Collaborate with the Senior Grants Officer to ensure funds are available to country sub-recipients when needed and that funds are appropriately accounted for.

### *Reporting and documentation*

- With support from AFAO's Senior Monitoring, Evaluation, Research and Learning (MERL) Specialist, support country sub-recipients to complete reporting requirements as outlined in the SKPA-2 Performance Framework and the annual Progress Update and Disbursement Request (PUDR)
- With support from AFAO's Knowledge Management Advisor, promote and support country sub-recipient participation in the SKPA-2 Community of Practice and support country-level and regional knowledge management activities
- Assist country sub-recipients in the development and review of documents such as technical reports, policy or advocacy briefs and proposals
- Contribute to program publications such as annual reports and program updates.

### *Stakeholder liaison and networking*

- Assist country sub-recipients to participate in and contribute to the SKPA-2 Community of Practice
- Maintain regular and close contact with sub-recipients to monitor implementation and quickly identify any problems or delays.

### *Human resources management and development*

- Provide capacity building to country sub-recipients to support program implementation.

## Selection Criteria

### *Essential*

#### *Qualifications and experience*

- Bachelor's degree or higher in a relevant field such as public health, community development, social science, health economics, international development or another relevant field, or demonstrated equivalent work experience
- At least five years' experience in grant management, evaluation or another relevant 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
- Experience with grant implementation and management and the ability to critically analyse grant information and proactively identify requirements and offer recommendations and solutions where problems or delays are found
- Ability to provide timely and high-quality performance reporting of country sub-recipients' activities to meet program evaluation and management requirements
- Capacity to travel within the region up to 40% of the time.

#### *Competencies*

- Excellent knowledge of English and strong oral and written communication skills
- Ability to establish and maintain effective working relationships and provide support to sub-recipients to achieve high-quality, consistent, and timely grant performance and reporting
- Ability to facilitate working meetings on online communications platforms, work remotely and coordinate activities across multiple time-zones.
- Demonstrated interpersonal and teamwork skills in a fast-paced work environment
- Ability to prioritise tasks, take initiative, and independently and manage competing demands
- Ability to work alongside stakeholders, internal and external, to promote and optimise the strategic shift from donor financing to financial sustainability of country HIV programs.

### Desirable

- 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:

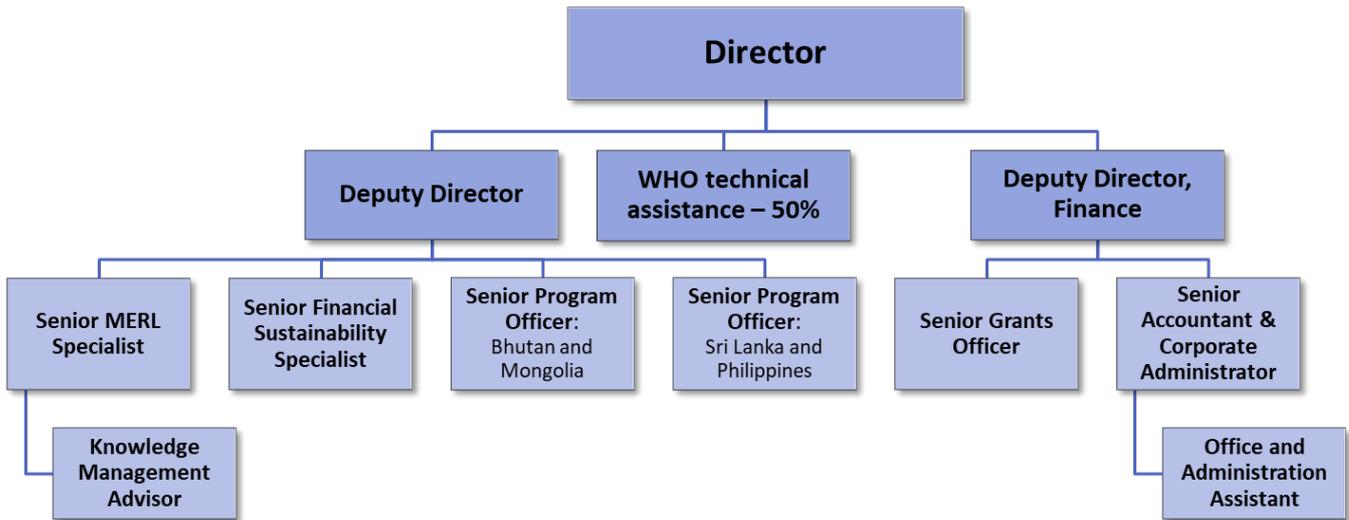
- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program
- Demonstrate flexibility in leadership and management styles
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

### 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> Senior Program Officer			
<b>Version</b>	1	<b>Reviewed</b>	2 May 2022
		<b>Approved</b>	2 May 2022

## SKPA-2 Organisational Chart



## AFAO Organisational Chart

