

# **CARIBBEAN NETWORK OF PEOPLE LIVING WITH HIV/AIDS (CRN+)**

## **DETAILS OF THE POST OF SENIOR PROGRAMME OFFICER CARIBBEAN NETWORK OF PEOPLE LIVING WITH HIV/AIDS (CRN+)**

Applications are invited from interested and suitably qualified persons to fill the abovementioned position with assigned duty station in **Trinidad and Tobago**.

### **1. BACKGROUND**

The PANCAP Coordinating Unit (PCU), in its role as a Sub-Recipient of the PANCAP Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) Grant, is responsible for the component of the grant that seeks to contribute to the removal of barriers that impede access to HIV and sexual and reproductive health services for key populations, thereby promoting the achievement of regional HIV targets. The Caribbean Regional Network of People Living with HIV (CRN+) is a Collaborating Partner that will assist the PCU and is responsible for implementing specific grant activities.

### **2. FUNCTIONS OF THE POST**

This position is responsible for planning, designing and implementing the CRN+ activities of primarily focused on the PANCAP Global Fund grant and the day-to-day management of CRN+ aimed at strengthening the visibility, voice and impact of the Caribbean Network of People Living with HIV and AIDS (CRN+), building on and in collaboration, with the PANCAP Local Capacity Initiative (LCI) project and CVC-COIN grant programme.

### **3. QUALIFICATIONS AND EXPERIENCE**

**Candidates should possess at least:**

A Bachelor's Degree in social sciences, public health, or social work and five (5) years' experience in HIV and AIDS in the Caribbean region.

Other Job skills and requirements include:

- Knowledge of organisation policy, practices and procedures;
- Demonstrated knowledge of HIV and AIDS issues;
- Strong project management skills;
- Substantive experience in monitoring and evaluation and implementing of projects.
- Proficient in the use of computers and IT applications. Familiarity with a website management would be desirable;

- Strong oral and written communication skills;
- Strong human relations skills and the ability to work harmoniously as a member of a team and with CRN+ affiliates;
- Ability and Experience working with a diverse group of stakeholders including senior management and a Board of Directors;
- Must be able to demonstrate high level of confidentiality and sensitivity.

## **ACCOUNTABILITY OBJECTIVE**

Reporting to the Board of Directors, CRN+, the **Senior Programme Officer, CRN+**, assists the Board of Directors, and collaborates with regional, national, donor partners and CRN+ affiliates to facilitate the implementation of the CRN+ Global Fund activities and relevant programmes, policies and day to day operations of the organization by:

- Formulating policies, strategies, and programmes in the implementation of the CRN+ organisational work plan;
- Liaise with the Board of Directors CRN+ to seek approval of relevant formulated policies, strategies and programmes and related budgets prior to implementation;
- Preparing progress reports on Global Fund project activities, quarterly and annual reports;
- Developing proposals for donor funding;
- Implementing and monitoring of project activities;
- Preparing detailed annual workplans and budgets to be reviewed and approved by the Board of Directors CRN+ prior to implementation;
- Mobilising resources for programme implementation
- Organize and Coordinate quarterly and annual Board of Directors CRN+ Meetings

## **4. DUTIES AND RESPONSIBILITIES**

The Senior Programme Officer performs the following duties and responsibilities:

- a) **MANAGE** the day-to-day operations of the organisation;
- b) **PREPARE** work plans and budgets and **ensure** that activities are consistent with the implementation schedule;
- c) **IMPLEMENT** projects in accordance with agreed schedules as well as monitor and **evaluate** their impact;
- d) **SUPPORT** CRN+ affiliates in the implementation of their work programmes as requested;

- e) **PREPARE** project reports in accordance with reporting schedule for submission to donors as well as quarterly and annual reports for presentation to the Board of Directors CRN+.
- f) **DEVELOP** funding proposals for projects to mobilise financial resources and **liaise** with potential donors including bilateral and multilateral agencies, and corporate sponsors in this regard;
- g) **ENSURE** the collection of information from CRN+ affiliates and dissemination of information by updating CRN+ web base information;
- h) **SUPPORT** the development of a strategic plan for CRN+;
- i) **SUPERVISE** the work of other staff of the organisation;
- j) **SUBMIT** recommendations on a timely manner for Board of Directors CRN+ review and approval on changes in policies and procedures;
- k) **REPRESENT** CRN+ at meetings and other events upon approval by the Board of Directors CRN+;
- l) **PERFORM** other duties in keeping with job function as delegated by the Board of Directors CRN+.

## 5. **EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

## 6. **RECRUITMENT AND APPOINTMENT**

The appointment with the Caribbean Regional Network of People Living with HIV/AIDS (CRN+) will be on initial contract to 31 March 2018 and subject to renewal.

## 7. **LEAVE**

The incumbent will be eligible for vacation leave at the rate of twenty working days a year and fourteen days sick leave a year. All leave earned to be taken within the period of contract.

## 8. **RELOCATION**

The selected candidate will be provided with a return economy air ticket from their home country to **Trinidad and Tobago** and will be provided with one month of accommodation on initial appointment.

## 9. **APPLICATIONS**

Applications in English Language with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

**Secretary  
Caribbean Network of People Living with HIV (CRN+)**

**And sent by email to** Mr. Winfield Tannis-Abbott: [wtabbott@crnplus.com](mailto:wtabbott@crnplus.com),  
[info@crnplus.com](mailto:info@crnplus.com), [winfieldtannisabbott@hotmail.com](mailto:winfieldtannisabbott@hotmail.com)

**10.** The deadline for the submission of applications is Friday March 24, 2017.