

TERMS OF REFERENCE

Caribbean Network of People Living with HIV and AIDS (CRN+) SENIOR PROGRAMME OFFICER

1. Background

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) approved for funding, grant RA-H-CARICOM, titled 'Removing Barriers to accessing HIV and sexual and reproductive health services for key populations in the Caribbean' to the Pan Caribbean Partnership against HIV/AIDS (PANCAP). This three-year project commenced on 1 October 2016 and will end on the 30 September 2019. The Caribbean Community (CARICOM) Secretariat is the Principal Recipient (PR) for this GFATM-funded programme, while the PANCAP Coordinating Unit (PCU) is the Sub-Recipients (SR).

The goal of this three-year grant will 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. Objective 1 of the grant is *to promote law and policy reform to remove barriers that impede access to prevention, diagnostic, treatment care and support services for key populations*. A major action under this objective is to strengthen 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 grant programme. To contribute towards objective 1 of the grant CRN+, one of the collaborating partners under the grant, will be responsible for the following activities:

- Convening six bi-annual meetings (2 each year) for CRN+ Board members and key partners to provide policy and programmatic guidance and direction.
- Provide technical support to strengthen organizational policy and provide programmatic guidance to support and contribute to the regional advocacy agenda of PANCAP.
- Supporting the CRN+ Secretariat (contribution to the Senior Program Officer position).

The PANCAP Coordinating unit (PCU) will undertake the financial management of the implementation of CRN+ activities under the Global Fund grant including managing items of expenditure such as salaries, travel, technical assistance and training and convening of Board meetings. All expenditures related to such activities will be paid directly by the PCU.

2. Purpose of the Recruitment

CRN+, is interested in recruiting a Senior Programme Officer to plan, design and implement the CRN+ activities of the PANCAP Global Fund Grant and manage day-to-day operations of CRN+.

3. Scope of Work

Under the direct supervision and support of the Board of Directors, CRN+, the Senior Programme Officer will be responsible for planning, designing and implementing the CRN+ activities of the PANCAP Global Fund grant and the day-to-day management of CRN+. Specifically the Senior Programme Officer will be responsible for:

1. Managing the day-to-day operations of CRN+;
2. Development of work plans;
3. Implementing project activities;
4. Tracking project deliverables;
5. Managing project budgets;
6. Mobilising resources through the development of proposals and other novel resource mobilisation activities;
7. Defining new projects scope, goals and deliverables;
8. Implementing other projects being undertaken by CRN+;
9. Preparing and presenting quarterly and annual reports to the Board that include project progress, challenges and solutions;
10. Maintaining the CRN+ website;
11. Supervising the work of the other staff of the organisation; and
12. Performing other duties assigned by the Board of Directors.

4. Competencies and Skills

- High level of communication skills, both written and oral.
- Good interpersonal skills.
- Must demonstrate high level of confidentiality and sensitivity.
- Ability to conduct thorough research and proficiency in project management software.
- Knowledge of Information systems and website maintenance.
- Knowledge of project management techniques and tools.
- Good contextual knowledge of local issues, community priorities and social and cultural constraints and realities.

5. Qualifications and Experience Required

- At least a University Degree in a relevant discipline or project management equivalent;
- At least three years organisational management;
- At least three years project management experience;
- At least two years experience in monitoring and evaluation;
- Knowledge of HIV and AIDS issues affecting persons living with HIV.