# JOB DESCRIPTION

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| **Job Title:** | | **Division:** | | |
| **HIV Advisor**  **Fixed term (2 years)** | | **Programme Delivery & Capacity Sharing** | | |
| **Location:** | **Responsible to:** | | **Date:** | **Scale:** |
| **Nairobi or London** | **TBC (depending on location)** | | **December 2021** | **TBD** |

1. **JOB PURPOSE**

Describe why the job exists.

The HIV Advisor will be responsible for the development of a clear programme for scaling up HIV prevention and care through Member Association led initiatives under IPPF’s Strategic Fund. The role will also contribute to research and technical support relating to HIV and other sexually transmitted infections (STIs) with a priority focus on issues related key populations, adolescents and people living with HIV, through a gender perspective, and will support external partnerships.

1. **KEY TASKS**

Describe the main activities undertaken by the job holder. The list need not be exhaustive but should reflect the most important features of the job.

1. Lead the development of a two-year programme design and concept note to accelerate biomedical prevention of HIV and its integration in Member Associations’ sexual and reproductive health platforms and services.
2. Co-ordinate planning and activities to ensure successful implementation of specific HIV interventions, including sexual and reproductive health & rights of people living with HIV, working in close collaboration with colleagues in each of the secretariat offices and with participating Member Associations, ensuring that all parties collaborate and find opportunities to maximize resources, efforts and impact.
3. Ensure Federation members and secretariat staff are kept up to date with the latest knowledge and thinking on relevant HIV and STI-related issues including taking lessons from other organisations and emerging best practice.
4. Facilitate evidence gathering and knowledge sharing of new HIV prevention products and technology (e.g. vaginal rings, oral and injectable PrEP); supporting partnerships in implementation research, acceptability studies and product introduction in Member Association service delivery points.
5. Support the development of relevant briefings, proposals, background papers, technical tools and guidelines relating to the delivery of comprehensive HIV and other STI services.
6. Ensure active engagement and participation across the Federation in key external meetings including the AIDS 2022 Conference by coordinating submissions for abstracts, workshops and exhibition opportunities, and representing IPPF as required.
7. Draft and edit documents including reports and activities and donor reports
8. Undertake any other reasonable duties to support other IPPF secretariat-wide co-ordination and administrative activities as may be requested

**General**

* To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
* To take collective responsibility for safeguarding.
* To undertake any other reasonable duties as may be requested from time to time.

**3. RESPONSIBILITIES**

Describe: a) staff responsibilities carried by the job holder.

The post holder does not have line management responsibilities but will oversee consultants as required.

b) financial responsibilities carried by the job holder.

The post holder does not have direct responsibility for financial resources but monitors budgets as required.

c) advisory responsibilities carried by the job holder.

The post holder advises Secretariat programme directors, DLT, Member Associations and other key colleagues on technical issues related to HIV including key populations and adolescents to support SRHR and integration and linkages agenda.

**PERSON SPECIFICATION**

**4. EDUCATION & QUALIFICATIONS**

Please describe the likely educational/training background of the job holder.

* Degree or equivalent standard of education essential - ideally in human rights, HIV, international development.
* Qualifications in SRHR related policy issues desirable

**5. PROVEN ABILITY**

Please describe the minimum level of professional experience required to fulfil the job.

* Advanced application in working within the HIV field combined with knowledge of other STIs and how these can be addressed within SRHR services
* Developed understanding of the dynamic nuances of the HIV epidemic, notably in Africa and other countries of the Global South, and key populations
* Programmatic experience and understanding of SRHR, in particular, equity, diversity and inclusion, nexus between international development and humanitarian sector.
* Experience in biomedical prevention of HIV including introduction of new products
* Ability to interact with a range of diverse colleagues and external partners

**6. SKILLS**

Please describe the skills which will be applied in the job, *including* languages

* Excellent writing skills – ability to write to a diverse audience
* Good analytical skills to produce data analysis and briefings
* Excellent interpersonal and communication skills – tactful and diplomatic, and

to train and act as facilitator. Strong research and analytical skills.

* Sound project management skills including good numeracy and administrative skills
* Excellent time management and organisational skills; capacity to meet tight deadlines
* Fluent English essential. Fluency in one or more of French or Spanish highly desirable

**7. PERSONAL COMPETENCE**

Please describe the characteristics of superior job performance

* Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
* Integrity and ability to maintain confidentiality at all times.
* Strong commitment to the meaningful involvement of people most affected by and living with HIV, adolescents and other key populations
* Understanding of and a commitment to safeguarding including child protection, in a local and international context.
* Embraces gender equality and bodily autonomy, including a woman’s right to choose and to have access to safe abortion services; support a positive culture in relation to sexual orientation and gender identity expression (SOGIE); support an anti-racist workplace.
* Ability to travel internationally, approximately 20 days a year.

Photography.