JOB DESCRIPTION

Job Title: Regional Programme Officer – HIV and AIDS Mainstreaming
Location: Nairobi
Responsible to: HIV and AIDS Thematic Manager

ORGANISATIONAL CONTEXT

ACORD (Agency for Cooperation and Research in Development) is a Pan-African Organisation working for Social Justice and Development in Africa. The ACORD Programming Strategy is organised around four (4) themes: Livelihoods with emphasis on Food Sovereignty; Conflict; Gender and other forms of discrimination; HIV & AIDS.

The Thematic objective for HIV&AIDS is to: Promote learning, strengthen capacity and develop effective partnerships so as to influence thinking, policies and practices on HIV and AIDS.

ACORD has for the last 15 years been one of the major actors in the fight against the HIV&AIDS epidemic in Sub Saharan Africa (Burundi, Uganda, Angola, Tanzania, Sudan, Ethiopia, Rwanda, Mozambique, Burkina Faso among others). ACORD has continued to respond to HIV and AIDS with the aim of contributing to a reduction in the spread of HIV, and strengthening the capacity of communities and stakeholders to cope with impact as well as enhancing the voice of people affected and infected by HIV and AIDS. The ACORD HIV and AIDS theme has leveraged on working with strategic partners including PLHA networks, governments, and NGOs. ACORD has also been one of the implementing partners of the SAN (Stop AIDS Now!) and Oxfam JOHMET programmes on internal and external mainstreaming in Uganda, Rwanda, Burundi, Tanzania, and Ethiopia.

Since 2002, Oxfam has been implementing a regional HIV&AIDS mainstreaming programme with partners in ECA called JOHMET (standing for the Joint Oxfam HIV&AIDS Mainstreaming in East and Central Africa Team that oversees the programme implementation). The third Phase of the programme begins in October 2010 as part of a Strategic Plan 2010-2013. In line with changing ways of working, Oxfam has determined to hand-over the management of its regional HIV&AIDS mainstreaming programme to ACORD- currently an implementing partner in three out of the five targeted countries: Burundi, DR Congo, Rwanda, Tanzania and Uganda. ACORD will be responsible for the overall management for regional programme and technical support for in-country projects with partners1. This will require the services of a Regional Programme Officer to coordinate the JOHMET Programme while contributing to the organizational HIV strategy.

This post is required to help ACORD and Oxfam to develop programmatic strategies to understand the issues, and programme effectively to resolve problems, and monitor the impact of their work from an HIV&AIDS perspective. The specific programme objectives are that:

1. The rights of access to HIV prevention, AIDS treatment & care services are realized among Hard to Reach Communities (HRC), and

2. Improved livelihood opportunities reduce HIV transmission risks and mitigate the impact of AIDS for those affected.

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1 Partners include the Oxfam affiliates, ACORD, other CSO partnering with Oxfam and government.

TOR Programme Officer HIV&AIDS Mainstreaming
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The Regional Programme Officer post is a senior national position and will fall under the management structures of ACORD in Nairobi, managed under ACORD’s terms and conditions. S/he will serve as a member of the JOHMET Programme Steering Committee (SC), composed of Oxfam affiliates participating in JOHMET and the ACORD management.

The Regional Programme Officer will be responsible for the overall management of the JOHMET regional programme and contribute to the overall ACORD HIV and AIDS theme. S/he will provide technical support to the HIV&AIDS Mainstreaming Project Officers (currently called JOHMOs standing for Joint Oxfam HIV&AIDS Mainstreaming Officers), Oxfam affiliates and partners in each of the five JOHMET countries. Travel is expected to take 25-50% of the time.

S/he will coordinate information flow among partners and other actors, and review, document and disseminate lessons learned and best practices, including publications. Other responsibilities include supporting advocacy around HIV&AIDS, Livelihoods and Hard to Reach Communities at all levels, and promoting alliance building and networking among the Oxfam affiliates, Oxfam International and other HIV&AIDS actors.

SPECIFIC RESPONSIBILITIES

1. Technical Support for HIV&AIDS Mainstreaming
   - Advice countries and specifically, country level HIV&AIDS mainstreaming project officers (JOHMOs), on current trends and thinking around HIV&AIDS mainstreaming, and means of improving programme activities.
   - Coordinate the delivery of training for ACORD, Oxfam affiliates, and local partner's staff at regional level at regional learning forums etc.
   - Support the overall ACORD HIV mainstreaming efforts in line with the strategic plan
   - Support the countries in fundraising for the mainstreaming programme

2. Regional Programme Management and Support of Country Specific Programmes
   - Provide overall technical and financial management of the JOHMET strategy and programme (as approved by JOHMET SC).
   - Advise on the planning and implementation of the country specific HIV&AIDS strategies and operational plans (as approved by Oxfam Country Leadership Teams).
   - Roll-out implementation with stakeholders of the Monitoring, Evaluation and Learning (MEL) system at regional level and support JOHMOs to do the same in JOHMET target countries.
   - Monitor outputs and impacts and provide updates, quarterly and annual reports (narrative and financial) to ACORD and Oxfam affiliates as per contractual agreements.
   - Coordinate other relevant tasks identified by ACORD and the SC that are considered to be necessary for the successful implementation of the programme strategy.
   - Organise regular conference calls of the SC, bi-annual meetings with JOHMOs, and annual regional meetings with JOHMOs and SC members and travel regularly to JOHMET target countries to support delivery of their programmes.

3. Linking Learning and Documentation
   - Coordinate information flow between ACORD, Oxfam affiliates and partners in the region on HIV&AIDS, mainstreaming and other pertinent issues to the programme specific objectives.
   - Review, document and disseminate lessons learned and best practices, including publication of the bi-annual programme newsletter, Maisha.
   - Provide on-going analysis of the HIV&AIDS pandemic in ECA, its impact upon livelihoods and hard to reach communities (HRC), maintaining a concise contextual analysis of the region, to inform the regional programme planning process
   - Facilitate cross-programme learning for the country level projects, and consolidate regional learning.

4. Linking Country Level Advocacy to Regional and Global Campaigning
networks to develop advocacy strategies and workplans
at the national and pan African level and promote the
programme at the global level.

5. Alliance Building and Networking
   • Serve as a member of the JOHMET SC and update SC on the progress in achieving set outputs.
   • Support collaboration between Oxfam Affiliates, ACORD and other partners at the country and
     regional levels.
   • Develop and strengthen partnerships with key actors at all levels, i.e. networks of PLHA,
     government, UN, AU, EAC, other NGOs and networks.
   • Support networks of PLHA and HRC.
   • Maintain working relationships with Stop AIDS Now (SAN) and other internal mainstreaming
     programmes.

SUPERVISION AND COLLABORATION

The Regional Programme Officer will work under the supervision of the HIV and AIDS Thematic
Manager. S/he will also work in collaboration with colleagues in the Programming Partnership
Development, Finance, Human Resources and Administration departments.

The Officer will collaborate closely and support the country level Project Officers.

REQUIRED COMPETENCIES AND SKILLS

Education/Qualification and Experience
   • University degree in Public Health, Social Sciences or Development, Masters would be an added
     advantage;
   • Five (5) years work experience in the field of HIV&AIDS Mainstreaming with an International Non-
     Government Organisation (INGO) at Management level;
   • Excellent understanding of HIV&AIDS issues at the level of Policy influence on the Pan-African
     scene;
   • Strong experience in programme management, strategic planning and policy formulation;
   • Experience in popular mobilisation, policy advocacy and lobbying at Pan-African and International
     levels;
   • Bilingual (English-French) spoken and written is an essential requirement for this position.

Technical Experience
   • High level of analytical, conceptual, and strategic thinking;
   • Excellent communication (written and oral), Public Relations skills, and stakeholder relations;
   • Highly conversant with Civil Society and Social Movement approaches on HIV&AIDS work at
     Pan-African level.

Competencies
   • Strong Leadership skills;
   • Strategic decision-making;
   • Adaptation skills: ability to work well in a multicultural environment;
   • Highly motivated, responsible, self-directed, resourceful and flexible;
   • Collaboration and Team Work;
   • Problem solving skills;
   • Partnerships and Negotiation skills;
   • Creativity and Innovation;
   • Ability to manage workload and meet deadlines.