

Romanian Angel Appeal Foundation (RAA) announces vacancy:

Post Title: Program Officer HIV/AIDS Grant

The position is part of the Monitoring and Evaluation GFATM Grants Coordination Department's staff structure

Duration: 1 year (with possible extension)
ADVERTISED ON: 16th April 2009
APPLICATION DEADLINE: 05 May 2009
Estimated job starting date: 1st June 2009

This vacancy is open to applicants of either gender. RAA actively encourages appropriately qualified people living with HIV to apply.

Background

The Romanian Angel Appeal Foundation (RAA) is the Principal Recipient for the Round 6 HIV/AIDS and Tuberculosis Grants of the Global Fund to Fight AIDS, Tuberculosis and Malaria (more information on www.globalfund.ro). In its role as Principal Recipient, RAA is responsible for the financial and programmatic management of the Global Fund HIV/AIDS and TB grants as well as for the monitoring and evaluation (M&E) of the program.

The M&E activities of the Global Fund Program have the following objectives: (i) to monitor and evaluate results and impacts of the program; (ii) to promote accountability for resource use (iii) to provide a basis for decision making on necessary amendments and improvements of the Grant implementation.

RAA is following the Global Fund's performance-based funding principle in programmatic and financial monitoring and evaluation areas.

In order to support the implementation of the HIV/AIDS project, preparation of the reports needed and the technical assistance to sub-recipients, a qualified Program Officer will be recruited.

Main Responsibilities and Tasks:

1. Monitor and evaluate the Sub-Recipient organizations (SR) (through desk research and field visits) on the collection, processing and analysis of the information on the approved indicators for the monitoring of the implementation of the HIV/AIDS grant.
2. Participate to the reviewing of the mechanisms to monitor the performance of the SR.
3. Evaluate the SR's capacity in the field of M&E and provide technical assistance to fill the gaps identified. Support the SR in adjusting project methodologies and implementation instruments to the changing needs of beneficiaries and or program requirements.
4. Prepare the reports to be submitted to the Global Fund, LFA and CCM.
5. Perform site visits that are included in the M&E plan or may be required by the Global Fund and LFA.
6. Any other tasks assigned by the program's supervisors in the areas of management, supervision, monitoring and evaluation of the HIV/AIDS Program.

Education

- Essential: University Degree in medicine or social sciences, with at least 3 years experience in monitoring and evaluation of HIV/AIDS national programs.
- Desirable: international postgraduate training or degree in public health and/or health system research and/or sociology and post-graduate training in monitoring and evaluation of HIV/AIDS national response

Competencies

- Experience in the coordination of complex programs on HIV/AIDS.
- Has directly managed an HIV/AIDS project wherein systematic input, output and process data were collected, summarized and used to guide programming.
- Over 3 years proven experience in the areas of monitoring and evaluation.
- Excellent personal skills with ability to guide and motivate others, to advise, cooperate and negotiate with SR, technical agencies and donors.
- Computer literate word, excel, power point and access.
- Excellent presentation skills.
- Excellent command of English with strong writing, communications and facilitation skills.
- Ability to work as part of a multidisciplinary team with national and international counterpart staff with an understanding of the prevailing political and social environment.
- Effective communication skills and ability to establish good working relationships with national stakeholders and international interlocutors.
- Ability to work with minimal supervision (high problem solving skills).

SUBMISSION OF APPLICATIONS:

Address all applications with a Covering letter, copies of relevant academic and professional certificates, updated Curriculum Vitae and two letters of recommendation to:

Romanian Angel Appeal Foundation
116 A Agricultorilor Str., Sector 2, Bucharest, Romania

Attn: General Manager

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.